

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

June 7, 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	Positon	Departure
		Steve Huffman	President	
		Joan Haradon	Vice President	
		Linda Cook	Secretary	
		Christina George	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 June 7, 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 Page 5
- b. Ad Hoc Committee on Underground UtilitiesNo meeting since last Board meeting
- c. Architectural Review CommitteeNo meeting since last Board meeting
- d. Finance Committee Page 6
- e. Grounds Committee.....Pages 7-8
- f. Insurance, Legal and Safety Committee.....No meeting since last Board meeting

g. Outreach Committee.....No meeting since last Board meeting

IV. MANAGEMENT REPORT Pages 9-10

V. HOMEOWNER CORRESPONDENCE..... Pages 11-15

VI. HOMEOWNER FORUM

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

VII. CONSENT CALENDAR In an effort to expedite the Board meetings, Management has placed several business items on a Consent Calendar. Please review the items prior to the meeting so that you may have your questions answered in advance. Action required: Board Resolution.
Proposed Resolution: The Board approves Consent Calendar items A to E as presented.

Begin Consent Calendar

a. **Approval of Minutes May 17, 2017 Open Session..... Pages 16-21**
Proposed Resolution: The Open Session minutes dated April 5, 2017 are approved as presented.

b. **Annual Meeting Minutes.....Page 22**
Proposed Resolution: The Board approves the Minutes for distribution for owner approval at next year’s Annual Meeting.

c. **Financial Statement: April 2017Separate Packet**
Proposed Resolution: The Board accepts the April 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$117,546 and reserve funding of \$693,377 compared to the reserve funding budget of \$680,168. The reserves are funded through April 2017. The Association has \$421,193 in operating funds, which represents 1.51 months of budgeted expenses and reserve contributions. The Association has \$5,699,456 in reserve funds.

d. **Approve Recommendation for CD Purchase from Wells Fargo.....Page 23**

The Wells Fargo investment advisors recommend putting excess funds into CDs for future use. These are the normal and customary types of CDs that Nepenthe has always purchased.

e. **Appoint Committee Members** **Separate Packet**

The homeowners listed on the Committee Roster 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 roster.

End Consent Calendar

VIII. UNFINISHED BUSINESS - none

IX. NEW BUSINESS

a. **Criteria for Garage Exterior Lighting** **Pages 24-43**

Per last month's report from the Ad Hoc Committee on Lighting, the enclosed Criteria for Garage Exterior Lighting has been prepared for Board adoption.

Action required: Board resolution

Proposed resolution: Board approves the Criteria for Garage Exterior Lighting and directs management to add the Criteria to the Architectural Guidelines, the website and include an article in the newsletter.

b. **Dunbarton Cabana Rental Agreement- require cleaning deposit**

Currently no cleaning deposit is required when renting the Dunbarton Cabana. While rare, occasionally we do find that we have to address a problem with the condition the room is left in. Requiring a \$75 deposit will provide an easier means of paying the cleaning services.

Action required: Board resolution

Proposed resolution: Board approves

c. **Proposals for Tree Work** **Pages 44-49**

Arborist Paul Dubois of The Grove Total Tree Care walked the property on March 28, 2017 and April 25, 2017 accompanied by Grounds Committee member Elsa Morrison, Grounds Chair Pam Livingston and General Manager Bettsi Ledesma. The purpose of the walk was to inspect trees identified by residents, Grounds Committee members and management as potentially failing and/or hazardous and to complete an overview inspection of the trees in Zones 7 and 1. His report was provided to the Grounds Committee who reviewed it at their April 13, 2017 and May 11, 2017 meetings and asked Mr. Dubois to prepare the enclosed proposals for Board action.

Action required: Board resolution.

Proposed resolution: The Board approves the removals and specific tree pruning as proposed by Grove Total Tree Care for the amount of \$22,540, payable from Reserves which has a remaining 2017 allocation for tree work of \$102,050.

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, July 5, 2017 at 5:30 pm in the Nepenthe clubhouse

XII. ADJOURN

Ad Hoc Committee – Lighting

Board Update – June Meeting

May 30, 2017

- Final reports for Zone 7 and Exterior Attached Lighting were submitted to the Board for inclusion in the May meeting.
- Work has begun on the final task – free-standing common area lights.

To that end -

- We have met with SMUD to determine our current fixtures energy usage/cost; projected energy savings and eligibility for rebates.
- We are determining the applicable code requirements for free-standing light fixtures in regards to Title 24.
- We have determined four options for further research and recommendation: full replacement; partial replacement; modification of globe; modification of globe to meet dark sky requirements.
- We are researching solar options for viability in common areas.

Nepenthe Homeowners Association

Finance Committee

Minutes, May 22,2017

Present

John Baker, Susan Timmer, Ken Butler, Will Vizzard, (guest) Karen Lowery

Discussion

The meeting was called for the specific purpose of discussing an investment in Treasury Inflation-Protected Securities (TIPS). TIPS are a special type of bond. The value of the bond as well as the interest (paid every six months) is adjusted based upon inflation as measured by the consumer price index (CPI); as the CPI fluctuates so does the value of the bond. Unlike CDs where the value at the time of purchase remains constant, TIPS are often recommended when there are indications of anticipated inflation.

In March the committee received a letter from the investment advisors at Wells Fargo suggesting that the HOA consider TIPS in its reserve investment portfolio. The committee intended to hold a teleconference with the Advisors in April; however, that meeting was postponed and rescheduled for May. A review of the April financial statement showed the HOA currently holds a position in TIPS so the discussion with the investment counselor focused on the reason they sent a letter suggesting consideration of TIPS. The discussion revealed that the letter was a transmission to all investment customers and not intended specifically for the Nepenthe HOA.

Given that the letter was not specific to Nepenthe and that the HOA already includes TIPS in its reserve investment portfolio, the committee agreed that no recommendation to the board was needed.

There was no other business.

Respectfully submitted,

Ken Butler

NEPENTHE GROUNDS COMMITTEE MEETING MINUTES

May 11, 2017 - 3:00 PM at the Dunbarton Cabana

Present were:

Pam Livingston, Committee Chair
Joan Barrett, Secretary
Linda Cook, Board Liaison
Bettsi Ledesma, General Manager
George Procida, GP Landscape
Zone 1 - Diane Luttrell, Grace Long
Zone 2 - Diana Vizzard
Zone 3 - Lyn Livingston
Zone 4 - Kay Chmielewski, Don Landsittel
Zone 5 - Pam Sechrist
Zone 6 - Kathy Waugh
Zone 7 - Renee Mendez
Paul Dubois, The Grove

Not present:

Zone 2 - Elsa Morrison
Zone 3 - Lisa Tafoya
Zone 6 - Diana Mortimore
Irrigation - Marty Henderson

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

Pam Livingston lead the committee in welcoming the newest zone steward, Ken Gromacki, whose application to join the Grounds Committee is pending by the Board.

George Procida, Grounds Report

In Marty's absence, George said that Marty has met with the City regarding a final inspection of now completed transition to drip irrigation in some zones and that he requested an additional \$25,000.00 from the City for the 2017-2018 years. Bettsi read the email from Marty in which he outlined the areas that are due for inspection before the June 30th fiscal year end.

George was asked about the weed situation and he responded that an abundance of weeds was to be expected after the heavy rains and this being spring and all. He said that the crews are still behind schedule but weeds are a priority.

Pam Sechrist asked about the use of Mondo Grass which had previously been discouraged. George replied that they are going to follow the performance of the Mondo Grass in creating a dense mat which will keep weeds out. Once the grass is established, which is not a fast process, it will be a low-maintenance plant.

George was asked about the preponderance of branches and twigs from the trees and he responded that it is a natural occurrence and noted that his crew recently hauled off an entire trailer of nothing but this debris.

Bettsi Ledesma

Bettsi requested questions from the committee about any concerns in her area. Pam Sechrist asked about the debris in the redwoods that Paul committed to eliminating. Bettsi said that she would remind him.

She announced that regarding 301 ballots for the parking issue have been received.

Linda mentioned that there had been several complimentary comments and letters on the landscaping received. Pam Livingston reminded the committee that we are appreciative of all comments, both positive and negative.

Pam Livingston would like to update the Plant Palette to reflect current plantings and Bettsi suggested that should be a project for next month. George mentioned that there are plants that for one reason or another are not adapted to the area and that those that require fertilizer are vulnerable with drip irrigation as the process is cumbersome. Kathy asked about the new purple groundcover and George said that it is Geranium Rozanne.

Renee asked about the possibility of controlling the irrigation through remote devices and George said that there are no plans to try to implement that at this time since it is costly and if a cell phone is used to control the watering, it requires wifi and that could be a problem. The devices are becoming less expensive so possibly the future will see them come into practical use.

Bettsi said that she will create a newsletter update regarding the watering schedule and will show how it coordinates with the mowing schedule.

Renee Mendez

Renee, as the chair of the Ad Hoc Lighting Committee, said that the results of the issues that the committee studied have been sent to the Board for their consideration.

Pam Livingston personally purchased 5 opaque globes for her 501Elmhurst alley and surrounding area. She reported that the lighting is significantly better with the wattage and opaque globes.

Paul Dubois- Arborist Report

Paul and the committee went over the April 25, 2017 tree walk.

REQUEST FOR BOARD ACTION – Arborist Report

A following motion was made by Lyn Livingston and seconded by Don Landsittel

The Grounds Committee recommends to the Nepenthe Board of Directors the following remedies recommended in the April 25, 2017 Nepenthe Tree Walk Report by Paul Dubois, Arborist, with the Grove Total Tree Care.

VOTE – UNANIMOUS

The meeting was adjourned at 4:20 PM



Nepenthe Association

Management Report – June 7, 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:

- Manager's Report
- President's Report
- Concrete Repair for Homeowners
- Outreach Committee Updates
- Neighborhood Trash Bin Schedule

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.

2 ADMINISTRATION

Follow up on open insurance claims:

1. Water intrusion due to siding failure. Failure appears to be related to the Association's 2009/2010 siding contract. Claims adjuster has indicated it will be a covered claim. Repairs are completed.
2. 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. 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 closed.

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.
- 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.
- 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 May 17, 2016 management has conducted landscape walks on the following dates:

- 05/19/17, Zone 5. Attended by Pam Sechrist, Zone Steward; George Procida, GP Landscape; Bettsi Ledesma, General Manager; Linda Cook, Board Liaison and Pam Livingston, Grounds Chair.
- 05/26/17, Zone 6. Attended by Kathy Waugh, Zone Steward; George Procida, GP Landscape, Bettsi Ledesma, General Manager, Linda Cook, Board Liaison 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.

Required Backflow testing has been completed.

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 3 on June 27th.

Two homeowners have requested removals of trees. Their letters are in the Board packet. Both of them have been informed of the process. The trees have been posted and the Grounds Committee will review their requests at their June 8 meeting. Their recommendation and any neighbor opposition will be provided to the Board at the July 5th meeting.

5 FINANCIAL

The April Financials were published on May 19, 2017. There is a current positive variance of \$117,545.93.

6 GOVERNANCE

- **Courtesy Patrol:** Since the last Board meeting, there were a total of 6 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 2 compliance notices 1 for landscape-trim trees in patio and 1 for trash not put away.

Request Removal of Common Area Tree 1857 by Homeowner Steve Heath, 318 Elmhurst Circle.

Date: May 13, 2017

To the Nepenthe Board of Directors:

This is to request removal of common area tree #1857, which is located near the front door and patio area of our unit at 318 Elmhurst Circle. This roots of this tree are causing damage in several locations, quite probably including the slab under our unit.



This photo shows the tree's location (it actually sits between our home and University Avenue). This tree, which is six or seven feet in circumference, is just nine feet from the wall/sliding door of our dining room. A tree with the potential to grow as large as this one should never have been planted so close to a unit in the first place. As you can see, the branches now extend over the unit nearly to the peak of the roof. An arborist will tell you that a tree's roots generally extend as far out as its "drip line" (which is defined as being the far ends of its branches). Clearly this tree's root extend well under our unit.



This photo shows a crack in the common area sidewalk (walkway) leading from University Avenue to the front door of our unit. The sidewalk is being lifted and cracked by one of the roots of Tree 1857 (a small piece of which is visible just to the left of the crack). This is a relatively new section of sidewalk and this crack has only begun to appear in the past few months.



This photo shows a fairly new crack in the public sidewalk along University Avenue about nine feet from tree #1857.



This photo shows a crack in my concrete patio slab. The location of the crack is just behind the fence you see behind tree #1857 in Photo #1, about three feet from the trunk of the tree. Clearly, the roots of #1857 have grown toward our unit and are undoubtedly under its slab.

We therefore request removal of this tree and its roots before any (more?) significant damage can be done to our home.

Thank you for your consideration.

Steve Heath

711 Elmhurst Circle
Sacramento, CA
95825

May 25, 2017

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

Re: Request for Tree Removal

Dear Board Members,

I request cedar tree number 1353 be removed from the grounds surrounding my patio home. I started a patio renovation project two months ago but have had to stop work because the roots of the tree have grown under the patio fence and spread into the patio itself. The roots of this tree are large and extensive. They have lifted the ground surrounding the tree including the patio fence. I am not able to use an area of approximately 3 feet by 7 feet along the fence closest to the tree. I have an eyesore now within my patio. I have also lost precious outdoor living space.

With the tree so close to my home my contractor expressed concerns that the roots may be under my foundation. Although I do not see any visible disruption to my home's foundation, I now have trepidation. Cutting the roots back in my patio could lead to root expansion under my home and garage. My contractor also told me the elevated ground has caused a drainage problem which creates standing water in my patio.

Last summer the HOA cut several branches that hung over my house. The turkeys were overnighing there leaving a serious mess in the driveway which could have easily become a health problem for me. This tree has become a burden.

The area surrounding my home has two other cedars and a maple tree. Removing this tree should not deteriorate the beauty of our neighborhood.

Please let me know if you have any questions. I would be happy to leave my patio door unlocked if anyone would like to see the tree and its exposed roots. I can be reached at dvanderpot@rocketmail.com or 401.243.7353. I will attempt to make the meeting on June 8th but I work in Davis until 4:30 so I must request to leave at 2:15 to 2:30 to make it in time.

Sincerely,

Diane Vanderpot



Cedar Tree 1353



Cedar Tree 1352 with 1353 in the back left behind the hedge

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
May 17, 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 twice in Executive Session on May 17, 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

Actions taken:

- Proposal for roof repair approved in the amount of \$2,906.40.
- Proposal for summer concert performance by the Camellia String Quartet in the amount of \$500.00 was approved, to be reimbursed by ticket sales.
- Foreclosure resolution approved for the following properties:

Date	Account #	Past Due Assessment	Total Amount Due
4/14/17	1959-02	\$1,999.00	\$2,454.08
4/14/17	2312-01	\$1,876.00	\$2,074.44
4/14/17	2509-03	\$2,281.95	\$2,491.93

- Directors met in Executive Session after adjourning the May 17th Open Session/Annual Meeting to determine the positions of the directors for the coming year and agreed to serve as liaisons to the committees as listed below:

Director	Position	Committee(s)
Steve Huffman	President	ILS, Outreach
Joan Haradon	Vice President	ARC, Outreach
Linda Cook	Secretary	Grounds, Outreach
Christina George	Treasurer	Finance

- b. The directors thanked Will Vizzard for his six years of service on the Board and presented him with a card.

III. COMMITTEE REPORTS

- a. Ad Hoc Committee on Lighting- Verbal report provided at meeting. Minutes provided to Board in their packet.
- b. Ad Hoc Committee on Underground Utilities- Verbal report provided at meeting. Minutes provided to Board in their packet.
- c. Architectural Review Committee- Verbal report provided at meeting. Minutes provided to Board in their packet.
- d. Finance Committee- Verbal report provided at meeting.
- e. Grounds Committee- Verbal report provided at meeting. Minutes provided to Board in their packet.
- f. Insurance, Legal and Safety Committee- No report given.
- g. Outreach Committee- Verbal report provided at meeting. Minutes provided to Board in their packet.

IV. MANAGEMENT REPORTS

- a. Operations Report-
 - Update on open insurance claims:
 - 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.**
 - 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.**
 - 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.**
 - Phase III Siding and Painting project is running ahead of schedule. It is approximately two-thirds completed.
 - Roof and gutter cleanings are complete.
 - 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.

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

VI. HOMEOWNER FORUM- No comments were received.

VII. CONSENT CALENDAR

Motion: Director Will Vizzard

Second: Director Linda Cook

Vote: All in favor

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

a. Approval of Minutes April 5, 2017 Open Session

Resolution: The Open Session minutes dated April 5, 2017 were approved as presented.

b. Financial Statement: March 2017

Resolution: The Board accepted 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

Nancy Arndorfer	Outreach
Ken Gromacki	Grounds
Jan Beale	Outreach

They have all agreed to abide by the Nepenthe Conflict of Interest Policy.

Resolution: The Board hereby appointed these homeowners to serve on the committees as indicated on the agenda.

d. Lien Resolution

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

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

Resolution: The Board confirmed the recommendations of the committee.

<i>Address</i>	<i>Application for</i>	<i>Recommendation</i>
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
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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. **Completed**
- 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. **In progress.**
- 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. **In progress.**
- 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. **ARC Charter outstanding.**

IX. NEW BUSINESS

a. **Appoint Christina George to the Board of Directors**

Motion: Director Joan Haradon

Second Director Linda Cook

Vote: All in favor

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 appointed 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**

Motion: Director Joan Haradon

Second Director Linda Cook

Vote: All in favor

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 appointed 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**
Motion: Director Joan Haradon
Second: Director Will Vizzard
Vote: All in favor
Resolution: The Board affirmed the recommendation of the ARC and does not approve the application for a metal canopy structure at 710 Elmhurst.

- d. **Proposals for Concrete Work**
Motion: Director Will Vizzard
Second: Director Linda Cook
Vote: All in favor
Resolution: The Board approves the proposal from Red Leaf in the amount of \$32,978, payable from Reserves which has a 2017 allocation of \$64,246.

- e. **Community Rules**
Management presented the updated the Community Rules. The last update was in 2009. Many of the amenities and policies have changed since then. 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: No action required.

- f. **611 Dunbarton Solar installation- Advisement Item**
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 Lights**
Motion: Director Will Vizzard moves to approve with substitution of the word “translucent” for “opaque”.
Second: Director Linda Cook
Vote: All in favor
Resolution: Board approved the Standards and Practices for Existing Landscape Lights with substitution and directs management and the Grounds Committee with its implementation and oversight respectively.

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

- h. **Extend voting period for the CC&R Amendment**
Motion: Director Joan Haradon
Second: Director Steve Huffman
Vote: All in favor
Resolution: Based on the votes received in favor of the proposed amendment (222 for) and as provided for in the Third Amended and Restated Bylaws of Nepenthe Association, Article II, Section (ii), the Board extended the voting period for 30 days in order to obtain a quorum.

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

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

XII. **ADJOURN @ 7:15pm**

**NEPENTHE ASSOCIATION
ANNUAL MEMBERS MEETING
May 17, 2017**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

MINUTES

- I. CALL TO ORDER AND INTRODUCTIONS 6:10 PM**
- II. ANNOUNCEMENTS**
 - a. End of term for two Directors: Steve Huffman and Will Vizzard
 - b. New Board of Directors: Linda Cook, Joan Haradon, Steve Huffman, Christina George
- III. PURPOSE OF MEETING**
- IV. DETERMINE QUORUM:** 347 Ballots have been received, therefore a quorum of owners are present and business can be conducted.
- V. OPEN FORUM – No actions**
- VI. NEW BUSINESS**
 - a. **Vote to approve IRS Revenue Ruling**

Homeowners associations generally have two different options when filing their respective Federal Income Tax returns. Although there are many different factors that can affect the final determination of which return shall be filed, IRS Revenue Ruling 70-604 is one factor that allows for homeowners associations to exclude net membership operating profits from taxation (as defined as excess membership operating revenues over membership operating expenses). Under this ruling, owners may vote to apply any excess membership income for the year to the following (or subsequent) year’s budget requirements. Failure to approve the revenue ruling limits the tax filing options available to the association.

Vote: Shall the association apply any excess membership income for the year the following year’s budget requirements? **The majority of owners present voted in the affirmative.**
 - b. **Vote to approve the Minutes from the 2016 Annual Meeting** (see over)

Vote: Shall the Minutes be approved as submitted? **The majority of owners present voted in the affirmative.**
- VII. INSPECTOR OF ELECTIONS REPORT**
 - a. **CC&R Amendment of Section 3.3. Parking.** The Inspectors made their report to the assembly. Inspectors: Yvonne Del Biaggio, Joleen Hecht, Kay Chmielewski:
 - i. **Ballots received: 347**
 - ii. **Invalid ballots: 8**
 - iii. **Affirmative votes: 222**
 - iv. **Negative votes: 117**
- VIII. ADJOURN 6:25 PM**



Nico F. March
Senior Vice President – Investments
Senior Institutional Consultant

Carrie B. Morich
Financial Consultant
Associate Vice President – Investment Officer

600 W. Broadway, Suite 1450
San Diego, California 92101
Phone: 800.811.6501
Fax: 619-531-1880
Web: <https://home.wellsfargoadvisors.com/nico.march>

Dear Board Members and Directors,

**On May 31, 2017 The Nepenthe HOA account (6148) has \$838,327 liquid in the Money Market Fund. We recommend the following investments:
\$245,000 24 month CD 1.50 - 1.70% APY***

Due to fluctuations in interest rates, the quote given above may be above or below the actual rate when the purchase is made. By signing below, you understand that no purchase order will be executed until you speak with a member of the March Group to confirm your order and you acknowledge the potential for and accept the possibility of rate fluctuations in the interim. Please call if you have any questions regarding the purchase of the CD.

Approved strategy By: _____

Please Sign here and provide Name _____ Title _____ Date _____ and Phone # _____

We will contact you to confirm a purchase before executing.

Yields are given as of 05/31/2017 and they are subject to price change and availability.

*The Annual Percentage Yield (APY) represents the interest named through each eligible call date based on simple interest calculations and an investment price of 100. If interest rates change, this may negatively affect the principal value; and if these CD's are sold in the secondary market prior to maturity or call date, they may be worth less than their original cost. There is no guarantee as to the market value if sold prior to maturity or redemption.

CDs are FDIC insured up to \$250,000 per institution per depositor.

Betsi Ledesma
Nepenthe HOA
FirstService
1131 Commons Drive
Sacramento, CA 95825

Phone: 916-929-8380
Fax:
Email: Betsi.mccomb@fsresidential.com

Date: 05/31/2017
Sent By: Carrie B. Morich
Pages: 1

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600 W. Broadway, Suite 1450 – San Diego, California 92101 WFA approval # 0716-02292 exp 012018

Thank you for your business.

5.5 Exterior Lighting on Garage Walls Outside Fence Line

Approved light fixture is the **WAC Lighting WS-W20506-BZ Scoop LED Outdoor Wall Light Fixture, One Size, Bronze**. This fixture is available from www.amazon.com or from local store, Lumens Light and Living, located at 2028 K Street, Sacramento. Lumens offers a discounted price for Nepenthe owners.

Photo of approved light fixture:



Light source/bulb must be fully shielded. Angle of light beam shall face downward perpendicular to the ground. Fixture lighting brightness shall be approximately 800 lumens (60w equivalent) when controlled by a manual ON and OFF switch; and approximately 450 lumens (40w equivalent) when automatically reactivated by a motion sensor; not to exceed six hours of total night operation. Lighting color shall be warm white (not to exceed 3000K = kelvins). Light fixture installation shall be hardwired; wiring and/or conduit concealed within structure.

Fixture placement shall be centered above the garage house number plaque; the bottom of the fixture installed 66 inches above the bottom edge of the building siding. There should be at least 3 inches, but no more than 4 inches, between the top of the address number plaque and the bottom of the light fixture. (In some instances, this may require relocation of the house number plaque to accommodate the light fixture and meet this criteria.)

Photo showing correct placement:



Ad-Hoc Committee – Lighting

Final Report

Exterior Attached Lighting – Garage Facade

April 19, 2017

1. Overview

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

- Exterior light fixtures for voluntary installation by members at their residences. Final report due to the office May 10.

Important considerations related to this item include:

- Compatibility of fixture design with our architecture and landscape
- Safety of residents and guests
- Energy costs

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

- Regarding lighting on members' residences:
 - A photo and specifications for the fixtures
 - Power source for fixtures
 - Cost to the homeowner
 - Recommended approved locations on members' residences

2. Statement of Findings

Initial research focused on California Title 24 requirements and whether we are bound by this code. Connie Samla, SMUD Lighting Specialist, assisted the committee in determining our legal obligations regarding Title 24. We also gained clarification from the California Energy Commission and received an analysis from a local attorney and ARC member, Michael Cochrane. (See Attachment A.1 – A.2)

Parallel to investigating Title 24, the committee worked to develop an overall list of criteria for the recommended light fixture. Combining the existing ARC criteria with our new-found knowledge regarding “lumens” (brightness of light) and “kelvins” (color of light), we developed an exhaustive list of criteria for use in selection of the proposed light fixture. (See Attachment B)

With this information in hand, the committee conducted an extensive internet search to identify appropriate light fixtures; those meeting standards of the newly developed criteria and Title 24. Options meeting all criteria are few. (It should be noted, of the fixtures shared with the committee by homeowners, none met Title 24 requirements.) Appropriate fixture options were then reviewed based on the following: cost, style, amount of light output/range and estimated life of bulb. (See Attachment C)

Upon selection of a fixture, the committee obtained a bulk purchase option from Lumens Light & Living resulting in a lower price than found online, researched add-on features and obtained three estimates for installation. The committee also tested alternate placements on the garage wall surfaces to determine a final installation criteria for location of the fixture. (See Attachments D – E – F - G)

3. Recommendations

- We propose the ARC adopt the additional criteria for inclusion regarding any proposed electrical/light installation. (See Attachment B)
- We propose the approved light fixture is limited to one option; meeting all local, state and federal requirements for energy use. This option also meets all recommended ARC criteria, is compatible with our existing architectural and landscape design and provides an additional light source to increase safety for our residents and guests. The integrated bulb in this fixture has a useful life of seventeen (17) years. (See Attachment C)
- We recommend contacting Zack Rosson at Lumens Light & Living for a discounted pre-tax price of \$195.08 when ordering a fixture. (See Attachment D)
- We recommend the addition of an astronomical clock feature be installed with the fixture to allow for the light to shine for up to six (6) hours nightly. The cost of an astronomical clock ranges from \$25 - \$119 online. (See Attachment E)
- Finally, we recommend homeowners obtain installation bids from licensed electricians as the range of cost ran from \$250 - \$640. (See Attachment F)

ATTACHMENT A.1

From: Connie Samla <Connie.Samla@smud.org>
Sent: Thursday, March 16, 2017 4:41 PM
To: jrm0825@hotmail.com
Subject: CA Title 24

Good afternoon Renee,

Please find the link to the official California Energy Code Title 24 residential outdoor lighting requirements here <http://www.energy.ca.gov/2015publications/CEC-400-2015-037/CEC-400-2015-037-CMF.pdf> (specifically page 238 #3A). Title 24 is an energy code and is basically stating they don't want the lighting on more than it has to be – it is solely to save energy.

2016 Building Energy Efficiency Standards for Residential ...

www.energy.ca.gov

building energy efficiency standards for residential and nonresidential buildings for the 2016 building energy efficiency standards title 24, part 6, and associated

This is another link that helps explain the code in everyday language
http://cltc.ucdavis.edu/sites/default/files/files/publication/2016_T24_Res_Changes_Jun2016_Update.pdf the outdoor portion is on page 4.

What's New in the 2016 Code? Residential Lighting (PDF)

cltc.ucdavis.edu

This guide is not intended to be used in lieu of California's Building Energy Efficiency Standards, and it is not a substitute for the code itself.

There is a hotline one can call to see if there are any exceptions (for retrofitting lights/adding one or two lights/safety/security concerns), I've tried all day with no luck in getting through: 916-654-5106. I will pursue with an email but that may take several days to receive an answer.

I'll let you know as soon as I hear something.

Take care,

Connie Samla, PE, LC
Lighting Specialist
Energy Education & Technology Center
Sacramento Municipal Utility District
6301 S Street, Mailstop A226, Sacramento, CA 95817
P.O. Box 15830, Sacramento, CA 95852-0830



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Together.

ATTACHMENT A.2

From: Connie Samla <Connie.Samla@smud.org>
Sent: Monday, March 20, 2017 7:08 AM
To: jrm0825@hotmail.com
Subject: FW: residential code

Good morning Renee,

Using an astronomical time clock may be the best solution in lieu of a photocell/motion sensor option if folks would like to leave the lights on as long as possible during the night.

Please see answer below.

Thank you,
Connie

From: Energy - Title24 [<mailto:Title24@energy.ca.gov>]
Sent: Friday, March 17, 2017 3:10 PM
To: Connie Samla
Subject: RE: residential code
From: Connie Samla <Connie.Samla@smud.org>
Sent: Monday, March 20, 2017 7:08 AM
To: jrm0825@hotmail.com
Subject: FW: residential code

Good morning Renee,

Using an astronomical time clock may be the best solution in lieu of a photocell/motion sensor option if folks would like to leave the lights on as long as possible during the night.

Please see answer below.

Thank you,
Connie

From: Energy - Title24 [<mailto:Title24@energy.ca.gov>]
Sent: Friday, March 17, 2017 3:10 PM
To: Connie Samla
Subject: RE: residential code

.....**CAUTION EXTERNAL SENDER:** Do not open links/attachments if uncertain about the sender.....

Connie,

There are no exceptions listed in Section 150.0(k)3 for low-rise residential outdoor lighting. The section requires luminaires attached to the building meet two (2) requirements (extracted from previously mentioned Section):

1st Requirement

i. Controlled by a manual ON and OFF switch that does not override to ON the automatic actions of Items ii or iii below; and

2nd Requirement (pick one)

ii. Controlled by photocell and motion sensor. Controls that override to ON shall not be allowed unless the override automatically reactivates the motion sensor within 6 hours; or

iii. Controlled by one of the following methods:

a. Photocontrol and automatic time switch control. Controls that override to ON shall not be allowed unless the override shall automatically return the photocontrol and automatic time switch control to its normal operation within 6 hours.; or

b. Astronomical time clock. Controls that override to ON shall not be allowed unless the override shall automatically return the astronomical clock to its normal operation within 6 hours and which is programmed to automatically turn the outdoor lighting OFF during daylight hours; or

c. Energy management control system which meets all of the following requirements:

At a minimum provides the functionality of an astronomical time clock in accordance with Section 110.9; meets the Installation Certification requirements in Section 130.4; does not have an override or bypass switch that allows the luminaire to be always ON; and, is programmed to automatically turn the outdoor lighting OFF during daylight hours.

Part ii is the only control option that utilizes the use of a motion sensor, forcing the lights to turn off after 30 minutes of detecting no movement during the night. If the residents wish to avoid this, the lighting control will need to be one of the options in iii.

If you have further questions, email or call the Energy Standards Hotline at 916-654-5106.

Hamed Amouzgar
Hotline Staff
California Energy Commission
1516 Ninth Street
Sacramento, CA 95814
1.800.772.3300
Title24@energy.ca.gov

From: Connie Samla [<mailto:Connie.Samla@smud.org>]
Sent: Thursday, March 16, 2017 4:45 PM
To: Energy - Title24
Subject: residential code
Importance: High

Good afternoon,

I am working with a customer who lives in a townhouse and has an HOA. The HOA would like several of the residents to add a light at their garage for security/safety reasons. The residents would like to leave the lighting on all night since they are having major issues with security/safety. The code states new lighting has to be photocell and motion sensor – are there any provisions/exceptions for leaving LED lighting on all night for safety/security without a motion sensor?

Thank you.

Connie Samla, PE, LC
Lighting Specialist
Energy Education & Technology Center
Sacramento Municipal Utility District
6301 S Street, Mailstop A226, Sacramento, CA 95817
P.O. Box 15830, Sacramento, CA 95852-0830
w.916-732-6404 | f.916-732-6229 | connie.samla@smud.org



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Recommendation for Exterior Lighting on Garage Walls Outside Patio Fence Line
 Report from the Nepenthe Lighting Ad Hoc Committee – 10 May 2017

Add following new section to ARC Home Improvement Guidelines and Criteria:

5.5 Exterior Lighting on Garage Walls Outside Fence Line

See approved light fixture at Nepenthe office. Light source/bulb must be fully shielded. Angle of light beam shall face downward perpendicular to the ground. Fixture lighting brightness shall be approximately 800 lumens (60w equivalent) when controlled by a manual ON and OFF switch; and approximately 450 lumens (40w equivalent) when automatically reactivated by a motion sensor; not to exceed six hours of total night operation. Lighting color shall be warm white (not to exceed 3000K = kelvins). Light fixture installation shall be hardwired; wiring and/or conduit concealed within structure. **Fixture placement shall be centered above the garage house number plaque; the bottom of the fixture installed 66 inches above the bottom edge of the building siding. There should be at least 3 inches, but no more than 4 inches, between the top of the address number plaque and the bottom of the light fixture. (In some instances, this may require relocation of the house number plaque to accommodate the light fixture and meet this criteria.)**

Justification for Above Criteria:

Fully shielding the light source/bulb prevents unsafe/disabling glare

- Established ARC requirement
- CPTED (Crime Prevention Through Environmental Design): Glare obstructs natural surveillance and response to personal threat
- Dark sky compliant

Light beam facing downward perpendicularly to the ground prevents light trespassing into neighbor enclosed areas

- Established ARC requirement to avoid shining onto other properties, alleys, streets, or into the eyes of motorists or pedestrians.
- Dark sky compliant

Lighting brightness (Lumens)

- CPTED: Excessive lighting brightness can diminish safety by causing a sharp contrast between lit areas, resulting in increased shadows and darker spaces that can create entrapment areas.
- Illuminating Engineering Society and SMUD recommendations
- Dark sky compliant

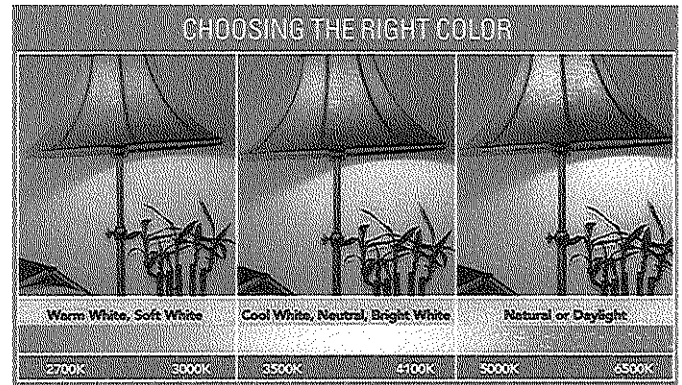
Lumens. The new measure of light.

Bulb Type	Brightness	Lumens			
		450 Lumens	800 Lumens	1100 Lumens	1600 Lumens
1 year Standard Incandescents	40W	60W	75W	100W	
3 years New Halogen Incandescents Save up to 28%	29W	43W	53W	72W	
6 years CFLs - Save up to 75%	10W	14W	19W	23W	
20 years LEDs - Save up to 80%	6-8W	9-13W	14-17W	18-22W	

Learn more at smud.org/lighting 

Lighting color (Kelvins "K" Color temperature scale)

- AMA (American Medical Association) 2016: Lighting color exposure above 3000K (bluish/day color) at night can cause sleep disruption
- American Lighting Association: Exterior lighting above 3000K can make surroundings appear sickly or unnatural, imparting a sense of uneasiness and being on the edge, thereby discouraging pedestrian movement and reducing natural surveillance



Lighting automation and nighttime maximum normal operation requirements

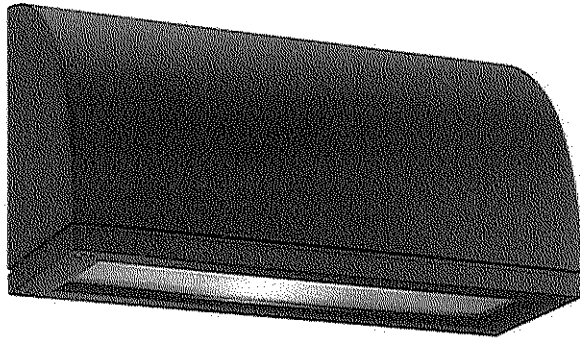
- CA Title 24 Energy Compliance (January 2017)
 - Dusk-to-Dawn automated "new" lighting no longer allowed
 - May use astronomical light switch for automatic on at dusk or later (up to 6 hours)
 - May use photocell/motion sensor option (lighting not to exceed 6 hours)
 - No limit on lighting time for lights controlled by manual ON and Off switch

Fixture installation and placement

- Established ARC requirement: the fixture must be hardwired.
- Placement criteria to provide uniform appearance within commons area.



ATTACHMENT C



WAC Lighting WS-W20506-BZ Scoop LED Outdoor Wall Light Fixture, One Size, White/Bronze

Price: \$229.50 Amazon

- Energy Star rated
- 70,000 hours rated, high 90 CRI, Color Temp: 3000K
- Mounts up or down, die-cast Aluminum construction
- Universal Voltage input (120V - 277V), dimming: eel (120V) or 0-10V
- Ceca title 24 Compliant, ADA Compliant, IP65 rated, ETL & CETL wet location listed

Technical Details

Part Number	WS-W20506-BZ
Item Weight	2.4 pounds
Product Dimensions	10 x 3.9 x 5.5 inches
Origin	USA
Item model number	WS-W20506-BZ
Style	Contemporary
Finish	Bronze
Material	White Diffuser Glass
Power Source	AC/DC
Voltage	120 volts
Wattage	16
Type of Bulb	LED
Luminous Flux	805
Certification	Energy Star;UL Listed
Special Features	UL, cUL, IP65. Accepts 120-240-277 Universal Input Voltage.
Usage	Exterior
Included Components	WAC Lighting WS-W20506-BZ Scoop LED Outdoor Wall Light Fixture, One Size, White/Bronze
Warranty Description	5 year limited manufacturers warranty, 2 year warranty on finish.

ATTACHMENT D

From: Zackerie Rosson <zack@lumens.com>

Sent: Wednesday, April 12, 2017 12:33 PM

To: jrm0825@hotmail.com

Subject: RE: A Message from Lumens Light + Living

Ok very Good. They will just need to buy thru me direct.

ZACK ROSSON

ALA Certified Lighting Associate

2028 K Street

Sacramento, CA 95811

D: 916.273.1193

From: 11306602 Renee Mendez [mailto:jrm0825@hotmail.com]

Sent: Wednesday, April 12, 2017 12:05 PM

To: Zack Rosson <zack@lumens.com>

Subject: Re: A Message from Lumens Light + Living

Thank you. I'll include your contact info in the final report with the selected light fixture.

From: Zackerie Rosson <zack@lumens.com>

Sent: Wednesday, April 12, 2017 11:50 AM

To: jrm0825@hotmail.com

Subject: RE: A Message from Lumens Light + Living

Ok Yes They will need to contact me for every sale at the same price.

From: 11306602 Renee Mendez [mailto:jrm0825@hotmail.com]

Sent: Tuesday, April 11, 2017 4:53 PM

To: Zack Rosson <zack@lumens.com>

Subject: Re: A Message from Lumens Light + Living

Zack - I'm working on the final report that involves this light fixture and need more info on the cost/payment.

\$195.08 if we purchase in quantities of 12. There will be multiple owners - possibly 12 different purchasers - can they pay separately?

From: Zack Rosson - Lumens <zack@lumens.com>

Sent: Saturday, April 1, 2017 10:37 AM

To: jrm0825@hotmail.com

Subject: A Message from Lumens Light + Living

04/01/2017

Hi Renee,

Here is a proposal for 12 qty let me know if you need to adjust.

The logo for Lumens, featuring a square icon with a stylized 'L' inside, followed by the word 'LUMENS' in a clean, sans-serif font.

Proposal

Proposal Number: 122741

Hello Renee,

Thank you for your interest in Lumens Light + Living! We are happy to provide this Proposal for your review.

For questions or revisions to this proposal, please contact Zackerie Rosson at 916.444.5585. For information regarding our return and refund policies, please refer to our [Terms and Conditions](#).

We look forward to working together on your project!

Billing and Shipping Information

Billing Address
Renee Mendez
1575 University Avenue
Sacramento CA 95825
United States

Shipping Address
Renee Mendez
1575 University Avenue
Sacramento CA 95825
United States

Order Information

Expires: 4/28/2017
Sales Associate: Zackerie Rosson
Project Name: Campus commons
Delivery Method: Showroom Pickup

Order Details

Item No.	Vendor	SP Item Name	Description Details	Qty	Each	Amount	Room	Brand
WAC504821	WAC Lighting Co.	Scoop Indoor/Outdoor Wall Sconce by dweLED	Finish : Bronze	12	195.08	2,340.96		dweLED
						Subtotal	2,340.96	
						Shipping Cost (US Mainland Ground)	0.00	
						Tax (Sales Tax 8.25%)	193.12	
						Total	\$2,534.08	

ATTACHMENT E

From: Cheryl Cochran <cmcochrane47@gmail.com>

Sent: Wednesday, April 5, 2017 8:34 AM

To: JR M; Weedhouse; wolmsted@comcast.net

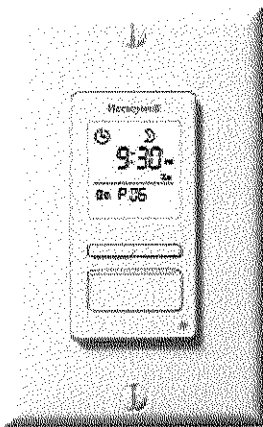
Subject: Astronomical timers

Hello All,

Attached are some examples of astronomical timers, some attached to switches, all from different companies. Admittedly, I am no expert on this, but after spending some time looking at various sources I came up with at least some alternatives. Feel free to add to this. They are abundant and in all price ranges.

Photo cell attachments coming soon, though one of the attached seems to come with one.

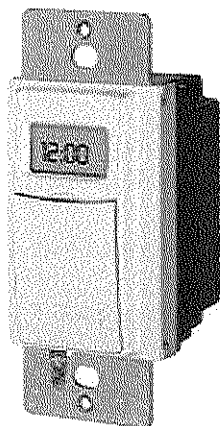
Happy reading,



Honeywell Econoswitch RPLS740B 7-Day Solar Time Table Programmable Switch for Lights and Motors

by Honeywell

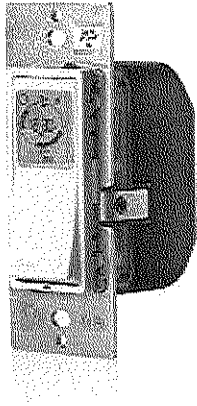
\$ 39 91



Intermatic ST01 7 Day Programmable In Wall Digital Timer Switch for Lights and Appliances, Astronomic, Self-Adjusting, Heavy Duty

by Intermatic

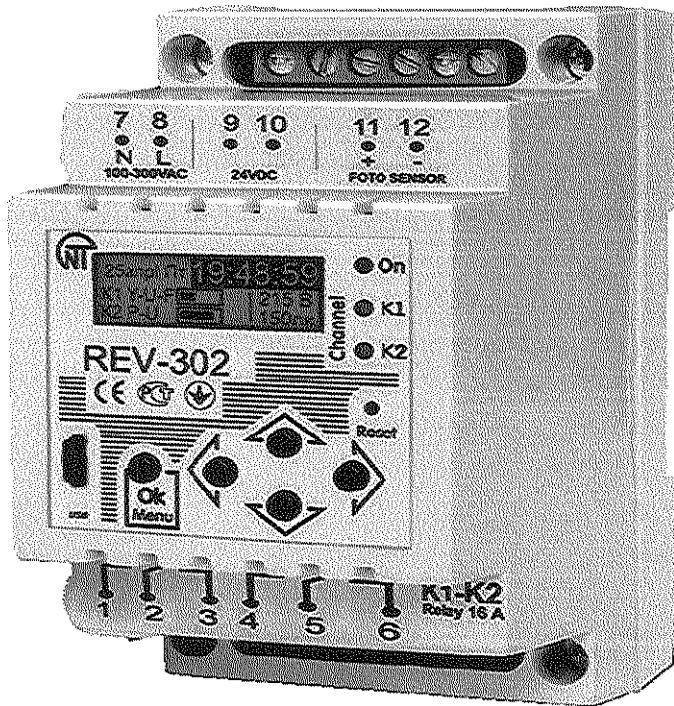
\$ 36 54



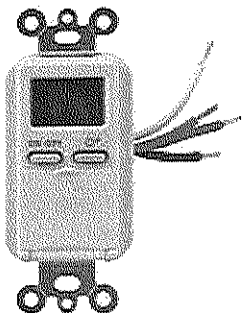
Leviton VPT24-1PZ Vizia 24-Hour Programmable
Indoor Timer with Astronomical Clock

by Leviton

\$ 32.87 Sale \$59.99 Regular Price



REV-302.01 ASTRONOMICAL
TIMER WITH PHOTO SENSOR
\$118.44 + \$2.89 shipping



Woods 59019WD In-Wall Astronomical 7-Day Digital Timer with
Sun Tracking

by Coleman Cable

\$ 25 98

ATTACHMENT F

From: William Olmsted <w olmsted@comcast.net>

Sent: Wednesday, April 12, 2017 3:01 PM

To: 'JR M'; 'Cheryll Cochrane'; 'Joel Weeden'

Subject: RE: Minutes from Meeting 03/29/17

Hey, gang - Just received the estimate from the service manager at Vasco Electric, who came to my home last Friday to check the scope of work. He brought up an interesting question to which I had no answer. That would be, does the fixture come with a built-in electrical connection so that the installer would only need to run the wire through the wall, or would the install require a cut-out in the wall and the installation of a junction box in the wall to which the unit would then be mounted? Obviously the latter would require more work and time which would make the job more expensive. I had him bid the more expensive way knowing that the former would be less expensive, how much less, he did not state.

His job inclusions were: Install customer supplied fixture on garage exterior;

Run surface mounted conduit from garage door opener power source to new fixture location;

Cut exterior siding and install electric junction box to mount light to;

All conduits, conductors and terminations

He excluded installing photo cell of any lighting control, any after-hours work or any engineering, drawing or any permits and fees.

His cost per unit was quoted at \$325.00, and the additional cost for installing an astronomical time clock would be \$315.00.

This is more than the quote Renee got, but I wonder if her's answered the questions above??

From: Weedhouse <weedhouserj@yahoo.com>

Sent: Friday, April 14, 2017 8:29 AM

To: JR M.; William (Bill) Olmsted; Cheryll Cochrane

Subject: outdoor light astrological timer

I think I mentioned that we had the electrician install one of these during our renovation. He purchased the following from Home Depot. All he did was replace the existing interior wall switch with this new astro timer wall switch. Fit the same wall plate. Only took a few minutes to replace. Then I programmed it to go on at dusk and off at midnight. That took longer because I'm a tech dummy.

Defiant Digital In-Wall 3-Way Daylight Adjusting Timer with Screw Terminals \$19.97

From: JR M

Sent: Monday, April 3, 2017 4:34 PM

To: William Olmsted

Subject: Re: Minutes from meeting 03/29/17 & Agenda for meeting 04/12/17

I spoke with my electrician today. I don't have anything in writing, but he estimates \$250 - \$300 -- \$250 for hardwiring directly into existing garage door opener - \$300 with astronomical clock switch added at junction box then run to the light.

He is a handyman with electrical license. He spoke with a family member who only works on new construction...this person verified the price.

It wouldn't hurt to get another bid if you are scheduled to talk with someone and they'll give you an estimate for free.

I also showed him the fixture we have selected. He says ANY fixture will work with an astronomical clock as it replaces the switch.

Tree Work Proposal



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

DATE: 05/16/2017

RE: Tree Work Proposal – from Arborist Report 4/1/17
Nepenthe Association
Sacramento

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

Description of Work:

Tree Species	Location	Qty	Service Description	Price
Valley Oak (Quercus lobata)	Zone 1 No Tag	1	Structural pruning to encourage proper development	\$75.00
Red Maple (Acer rubrum)	Zone 1 No Tag	1	Structural pruning to encourage proper development	\$75.00
Chinese Pistache (Pistacia chinensis)	Zone 1 #258	1	Weight reduction pruning on the pistache and minor "tipping" back on the camphor tree.	\$720.00
Camphor (Cinnamomum camphora)	#273	1		
Willow Oak (Quercus phellos)	Zone 1 #237	1	Weight reduction on heavy portions of canopy	\$720.00
Pine (Pinus)	Zone 1 #231	1	Safari Drench to manage beetle (By TurfPro)	\$400.00
Dogwood (Cornus florida)	Zone 2 #2257	1	Structural pruning to encourage proper development	\$75.00
Hawthorne (Crataegus laevigata)	Zone 6 #1752	1	Structural pruning to encourage proper development	\$75.00
Silver maple (Acer saccharinum)	Zone 7 #2201	1	Pruning to remove mistletoe and deadwood	\$960.00
Redwood (Sequoia sempervirens)	Zone 7 #2190	1	Prune to reduce height of the smaller co-dominant top	\$960.00
Pear (Pyrus calleryana)	Zone 7 #2051	1	Structural pruning to encourage proper development	\$150.00
Redwood (Sequoia sempervirens)	Zone 7 #2184	1	Prune to reduce height of the smaller co-dominant top	\$960.00
Redwood (Sequoia sempervirens)	Zone 7 #2161	1	Prune to reduce height of the smaller co-dominant top	\$960.00
CONTRACT PRICE				\$10,690.00

NOTES

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Client/Owner: _____



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CONTRACTOR:

Vendor:

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

CLIENT/OWNER:

Client:

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

By: Paul Dubois
Name: Paul Dubois
Title: Account Manager/Arborist
Date: 05/16/2017

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

Client/Owner: _____



Addendum 1

General Terms and Conditions

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

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

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

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

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

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

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

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

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

Client/Owner: _____

Tree Work Proposal



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

DATE: 05/16/2017

RE: Tree Work Proposal – from Arborist Report 5/1/17
Nepenthe Association
Sacramento

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

Description of Work:

Tree Species	Location	Qty	Service Description	Price
Birch (Betula pendula)	(Zone 1) #310	1	Pruning to remove deadwood	\$150.00
Redwood (Sequoia sempervirens)	(Zone 1) #24-#30 & #40-#42	10	Deep Root Water Injection 3 applications \$525 Each May-July to rejuvenate and encourage root system development	\$1,575.00
Chinese elm (Ulmus parvifolia)	(Zone 1) #2	1	Pruning to remove wounded limb	\$150.00
Redwood (Sequoia sempervirens)	(Zone 1) #15-#19	5	Deep Root Water Injection 3 applications \$375 Each May-July to rejuvenate and encourage root system development	\$1,125.00
Redwood (Sequoia sempervirens)	(Zone 1) #3, #4 & #5	3		
Chinese elm (Ulmus parvifolia)	(Zone 1) #380	1	Full prune of tree and to correct girdling root.	\$1,200.00
Camphor (Cinnamomum camphora)	(Zone 1) #375-#379	5	Pruning to remove deadwood and to reduce the long overextended limbs over street	\$960.00
Sweetgum (Liquidambar styraciflua)	(Zone 1) #371	1	Pruning to manage canopy weight as needed.	\$ 960.00
Zelkova (Zelkova serrata)	(Zone 1) #338 & #340	2	Prune to develop proper structure and branch spacing	\$250.00
Ash (Fraxnis angustifolia)	(Zone 1) #72	1	Prune to remove deadwood and corrective pruning.	\$400.00
Sweetgum (Liquidambar styraciflua)	(Zone 1) #266	1	Prune for weight reduction.	\$960.00
Ash (Fraxis velutina)	(Zone 1) #243	1	Prune for weight reduction and remove deadwood	\$1,800.00
Tulip tree (Liriodendron)	(Zone 1) #104	1	Deep Root Water Injection 3 applications \$150 Each May-July to rejuvenate and encourage root system development	\$450.00
			Prune for crown reduction to reduce load on root system	\$960.00

Client/Owner: _____



Birch (Betula pendula)	(Zone 1) #237	1	Tree Removal , Grind Stump 6-12" below grade leaving grinding residue in hole and rake to match existing grade	\$360.00
Saucer Magnolia (Magnolia soulangeana)	(Zone 1) #328	1	Prune to correct structure and to correct girdling root.	\$75.00
Japanese Blueberry tree (Elaeocarpus decipens)	(Zone 1) No Tag	1	Prune to correct structure	\$75.00
Fall Pruning				
Pine (Sequoia sempervirens)	(Zone 1) #318 & #319	2	Prune to clean canopy of deadwood, recommend in fall to reduce sap ooze	\$400.00
CONTRACT PRICE				\$11,850.00

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Phone: (916) 929-8380
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By: Paul Dubois By: _____
Name: Paul Dubois Name: _____
Title: Account Manager/Arborist Title: _____
Date: 05/16/2017 Date: _____

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