

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

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

**WELCOME**

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

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

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

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

Present	Arrival	Board Member	Position	Departure
		Steve Huffman	President	
		Joan Haradon	Vice President	
		Linda Cook	Secretary	
		Christina George	Treasurer	
		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 July 5, 2017 in order to consider matters relating to personnel matters, legal matters and member discipline.
- b. **Board Announcements**
  - i. As the Board moves through the agenda, members may comment or ask questions about any agenda item during the two homeowner forums. Please address all comments or questions to the chair. The Board will be unable to accept comments or questions from the floor during its deliberations.

**III. COMMITTEE REPORTS**

- a. Ad Hoc Committee on Lighting ..... Page 8
- b. Ad Hoc Committee on Underground Utilities
- c. Architectural Review Committee ..... Pages 9-13
- d. Finance Committee
- e. Grounds Committee ..... Pages 14-15
- f. Insurance, Legal and Safety Committee ..... Pages 16-17
- g. Outreach Committee

**IV. MANAGEMENT REPORT ..... Pages 18-20**

**V. 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.

**VI. 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 C as presented.**

*Begin Consent Calendar*

a. **Approval of Minutes June 7, 2017 Open Session** ..... **Pages 21-23**

Proposed Resolution: The Open Session minutes dated June 7, 2017 are approved as presented.

b. **Financial Statement: May 2017** ..... **Pages 24-35**

Proposed Resolution: The Board accepts the May 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$115,663 and reserve funding of \$171,955 compared to the reserve funding budget of \$170,042. The reserves are funded through May 2017. The Association has \$419,222 in operating funds, which represents 1.5 months of budgeted expenses and reserve contributions. The Association has \$5,699,456 in reserve funds.

c. **Architectural Applications** ..... **Pages 36-48**

The Architectural Review Committee met on June 13, 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>
<b>1</b>	1318 Commons Drive	Window and patio door replacement	Approval
<b>2</b>	215 Elmhurst Circle	Trellis/Patio Cover	Approval
<b>3</b>	2257 Swarthmore Drive	Retractable Awning	Approval
<b>4</b>	13 Colby Court	Hardscape installation	Approval
<b>5</b>	324 Elmhurst Circle	Window & Patio Doors replacement	Approval
<b>6</b>	504 Elmhurst Circle	Fence expansion to accommodate air conditioning compressor	Approval
<b>7</b>	811 Dunbarton Circle	Window replacements	Approval
<b>8</b>	7 Colby Court	Window & Patio Doors replacement	Approval
<b>9</b>	1011 Dunbarton Circle	Window Replacements	Approval

10	217 Elmhurst Circle	Window Replacements	Approval
11	19 Colby Court	HVAC System	Approval
12	2 Colby Court	HVAC System	Approval
13	1107 Commons Drive	HVAC System	Approval

*End Consent Calendar*

**VII. UNFINISHED BUSINESS**

a. **Committee Appointments.** The homeowners listed below have submitted their applications for appointment to the referenced committees. All of them have agreed to abide by Nepenthe’s Conflict of Interest Policy.

**i. Architectural Review Committee:**

1. Jenny Smith, Chair
2. Cheryl Cochrane
3. Alan Watters
4. Joel Weeden
5. Diane Vanderpot
6. Jan Summers
7. Bill Henle

**ii. Election Committee:**

1. Yvonne del Biaggio, Chair
2. Kay Chmielewski
3. Joleen Hecht

**iii. Finance Committee:**

1. John Baker, Chair
2. Susan Timmer
3. William Vizzard

**iv. Grounds Committee:**

1. Pam Livingston, Chair
2. Kay Chmielewski
3. Kathy Waugh
4. Elsa Morrison
5. Don Landsittel
6. Pam Sechrist
7. Ken Gromacki
8. Renee Mendez
9. Marilyn Livingston
10. Liza Tafoya
11. Grace Long
12. Diana Vizzard
13. Diana Mortimore
14. Diane Luttrell

**v. Insurance, Legal & Safety Committee**

1. Nancy Arndorfer, Chair
2. Mike Cochrane
3. Greg Beale
4. Bill Olmsted

- 5. Jerry Dunn
- vi. **Nominating Committee**
  - 1. Karen Lowrey
- vii. **Outreach Committee**
  - 1. Nancy Arndorfer
  - 2. Charles Schaffer
  - 3. Gerry Gelfand
- b. **Charter for the Architectural Review Committee.....Page 49**  
 In accordance with the 2017 Board Goals, the directors will consider the adoption of the enclosed Draft Charter.

**VIII. NEW BUSINESS**

- a. **Appeal for Architectural Application..... Pages 50-61**  
 Ms. Freeman applied to the ARC in May. Her application was for an aluminum shade structure for her patio area. The committee reviewed their application and recommended Board denial. From the May 9<sup>th</sup> ARC Minutes:

*“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.”*

The Board voted unanimously to deny the application on May 17, 2017. Ms. Freeman was unaware that the Board was prepared to review the application at that time and is asking to discuss the application with the directors.

**Action required:** Board resolution  
**Proposed resolution:** Board approves/denies the application for patio shade structure.

- b. **Appeal for Architectural Application..... Pages 62-75**  
 Mr. and Mrs. Bender applied for the installation of a parcel box near their unit. The ARC reviewed their application at the June 13, 2017 and were unable to achieve a majority vote for or against the application. A report from the committee is enclosed.

**Action required:** Board resolution  
**Proposed resolution:** Board approves/denies the application for the installation of a parcel box.

- c. **Consider Criteria for Satellite/Antenna/Cable Installations ..... Pages 76-77**  
 The Architectural Review Committee has prepared the enclosed criteria for the installation of Satellite Dishes, Antennas and Cable Television.

**Action required:** Board resolution  
**Proposed resolution:** The Board adopts Criteria #29 prepared by the Architectural Review Committee and directs that it be incorporated into the existing Architectural Guidelines and Community Rules.



- d. **Consider Revised Criteria for Mail Slots ..... Pages 78-79**  
The Architectural Review Committee has prepared the enclosed revised criteria #18 for the installation of Satellite Dishes, Antennas and Cable Television.

**Action required:** Board resolution

**Proposed resolution:** The Board adopts revised Criteria #18 prepared by the Architectural Review Committee and directs that it be incorporated into the existing Architectural Guidelines.

- e. **Consider Revised Criteria for Wiring and Pipe Installations ..... Page 80**  
The Architectural Review Committee has prepared the enclosed Criteria #28 for the installation of wiring or pipe where other criteria do not apply.

**Action required:** Board resolution

**Proposed resolution:** The Board adopts revised Criteria #28 prepared by the Architectural Review Committee and directs that it be incorporated into the existing Architectural Guidelines.

- f. **Consider Adoption of New Parking Rules..... Pages 81-82**  
The enclosed rules for parking reflect the input received from homeowners during the two online surveys and two Town Hall Meetings. The attorney has reviewed them.

In accordance with California Civil Code, this agenda shall serve as 30-day notice to the membership of this proposed rule. Members wishing to comment on this proposed rule may do so in writing by dropping off letters addressed to “Nepenthe Board of Directors” at the Clubhouse or via email to [nepenthe.hoa@fsresidential.com](mailto:nepenthe.hoa@fsresidential.com).

**Action required:** Board discussion- no action at this time. Directors will review members’ comments at the next open session on August 2, 2017 and may vote to adopt the rule as is or with slight modifications based upon input received.

- g. **Homeowner Requests for Tree Removals**
  - i. **318 Elmhurst, Zelkova..... Pages 83-92**

Homeowner has noted that tree roots are coming up under fence. Per adopted protocol, tree was posted for removal to solicit comments from other homeowners. One email was received from the homeowner at 408 Elmhurst - it is enclosed. The arborist was consulted and his report is enclosed. The Grounds Committee reviewed this request and the Arborist’s report at their June 8<sup>th</sup> meeting. Their recommendation from their published Minutes is as follows:

*A motion was made by Ken and seconded by Elsa to recommend removal of the #1857 Zelkova tree at 318 Elmhurst. Vote – 12 Yes: 1 No*

**Action required:** Board resolution

**Proposed resolution:** The Board approves the removal of Zelkova #318 located at 318 Elmhurst for a fee not to exceed \$1,485, payable from Reserves which has a remaining 2017 allocation of \$88K +\.

- ii. **711 Elmhurst, Cedar..... Pages 93-102**  
Homeowner has noted that tree roots are coming up under fence. Per adopted protocol, tree was posted for removal to solicit comments from other homeowners. The arborist was consulted and his report is enclosed. The Grounds Committee reviewed this

request and the Arborist's report at their June 8<sup>th</sup> meeting. Their recommendation from their published Minutes is as follows:

*It was agreed to table the homeowner's request until the City can inspect the situation to determine if removal is feasible.*

The Grove Total Tree Care has provided the enclosed proposal of \$3,375.00. Management recommends approving the removal, but suggests that the Board consider asking the homeowner to share in the cost because of the damage to the tree caused by her concrete contractor.

**Action required:** Board discussion and possible resolution.

**h. Proposal to Remediate Tree Encroachment at 1136 Vanderbilt ..... Pages 111-119**

Some months ago, the fence at 1136 Vanderbilt was due to be replaced. James E. Williams & Son, Inc. informed management that it would be impossible to replace the fence in the same location due the location of the cedar tree in the common area which had grown so large that it was encroaching into the owner's patio area. A large Tulip Tree nearby was observed as having very prominent roots and it was also noted as an item of concern. The arborist was consulted and his report is enclosed. The Grounds Committee reviewed this matter and the Arborist's report at their June 8<sup>th</sup> meeting. Their recommendation from their published Minutes is as follows:

*The Grounds Committee recommends to the Nephenthe Board of Directors the remedies to the #267 Deodar Cedar and the Tulip Tree at 1136 Vanderbilt recommended in the May 22, 2017 Report by Paul Dubois, Arborist with The Grove Total Tree Care.*

**Action required:** Board resolution

**Proposed resolution:** The Board approves the removal of the subject Deodar Cedar and the root pruning of the Tulip tree located at 1136 Vanderbilt for a fee not to exceed \$3,225, payable from Reserves which has a remaining 2017 allocation of \$88K +/-.

**i. Proposals for Tree Maintenance Work..... Pages 111-119**

Arborist Paul Dubois of The Grove Total Tree Care walked the property on May 30, 2017 accompanied by Grounds Committee members Elsa Morrison and Diana Vizzard, 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 2. His report was provided to the Grounds Committee who reviewed it at their June 8, 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 \$12,990, payable from Reserves which has a remaining 2017 allocation for tree work of \$88K +/-.

**Proposed resolution:** The Board approves the proposal from TurfPro (A division of Carson Industries, also the owner of The Grove Total Tree Care) for a series of deep root Redwood watering injections for \$4,950, payable from Reserves which has a remaining 2017 allocation for tree work of \$88K +/-.

**IX. HOMEOWNER FORUM**

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**X. NEXT MEETING:** Wednesday, August 2, 2017 at 5:30 pm in the Nepenthe clubhouse

**XI. ADJOURN**

Ad Hoc Committee – Lighting

Board Update – July Meeting

June 23, 2017

- Exterior Attached Lighting recommendations were approved by the Board at the June meeting.
- Work is in progress 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 and researching any exceptions that may be applicable.
- 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 limited to the two clubhouses.
- We expect to have our completed recommendations in August for the September Board meeting.

## NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, June 13, 2017 at 5:30 pm in Clubhouse

**Members present:** Jenny Smith, chair; Cheryl Cochran, Alan Watters, Bill Henle, Joel Weeden, Jan Summers.

**Members absent:** Diane Vanderpot.

**Present:** Joan Haradon, Board Liaison; Bettsi Ledesma, Gen. Manager; Karen Lowrey, Pamela Livingston, Arnoldeen Kesmodel, Will Vizzard; contractor Gary Lee from CECS; Sharon Koto-Bender.

**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. **1316 Commons Drive** – Kathleen and Lo Sadao – Windows replacement in this 3000 Model: 8 windows and 1 patio doors to be installed by C.E.C.S. contractors using Simonton Daylight Max Vinyl Window Series 7300 vinyl-framed dual-paned series sliding windows and door, in a replacement retrofit installation. Exterior color to be Bronze. No change in window configurations. **Approval Recommended.**
2. **215 Elmhurst Circle** – Pamela Livingston – Trellis/patio cover construction in this 5500 Model: Install a 15’10” x 11’ 6” wooden trellis over the patio in the backyard. Its design follows the Nepenthe diagrams. Contractor is Bassett Building and Construction. **Approval Recommended.**
3. **2257 Swarthmore Drive** – Joan Haradon – Install an awning over patio in backyard. Goodwin-Cole is to install a retractable Durasol awning 12’ x 5’ 3” with Sunbrella fabric in a tan color. It is to be mounted to the siding under the soffit over the kitchen window and patio door façade. **Approval Recommended.**
4. **13 Colby Court** – Victor and Regina H. Lopez – Hardscape installation within the fenced backyard area, in this 1100 model. Remove the existing concrete patio and replace with a 4” concrete slab and add drainage lines. Existing brick curbs ringing raised planter beds against fence and siding to be removed. New planted areas to be level with ground. (Vote actually occurred on June 20.) **Approval Recommended with Conditions: All brick curbstones are to be removed and all new planters are to be level with the ground.**

5. **324 Elmhurst Circle** – William and Diana Vizzard – Windows replacement in this 2300 model: replace all windows and patio doors (9) with Anderson A100 windows and A200 Narrowline patio doors, via new installation method, in dark bronze color. Allowable configuration change: the living room window and master bedroom will have vertical divisions  $\frac{1}{4}/\frac{1}{2}/\frac{1}{4}$ . Two minor variations from the usual criteria are that the window adjacent to the front door (facing into the entry patio) will be of patterned glass (“Fern”), and that the tall vertical window in the den that has a single-hung window original to this model will receive a single-hung window. Contractor to be Hall’s. **Approval Recommended with Conditions: New installation method required with this product.**
  
6. **504 Elmhurst Circle** – Sharon Koto-Bender – In this 5500 Model, the HVAC system outdoor compressor was installed abutting the fence, and hence does not have sufficient clearance on one side. Furthermore, the pool pump mechanicals were installed immediately adjacent to the outdoor compressor, preventing access for maintenance. The most straightforward remedy is to move the short (approx. 4’) end section of fence perpendicular to the front façade in the westerly direction for 5 feet; the long, side run of the fence would be extended to fill in as necessary. **Approval Recommended.**
  
7. **811 Dunbarton Circle** – Michael Herder – Windows replacement in this 2200 model: Replace via retrofit installation 2 windows, both in living room, using MonteVerde’s BayView vinyl-framed windows, in exterior color bronze. Contractor is Luxem. **Approval Recommended with Conditions: That the installation method be a retrofit installation and in dark brown (cocoa) color and with a standard rail width.**
  
8. **7 Colby Court** – Pat DeBoo –Windows replacement in this 1100 model: Replace via retrofit installation 4 windows and 2 patio doors using MonteVerde’s BayView vinyl-framed windows, in exterior color bronze. Contractor is Luxem. **Approval Recommended with Conditions: That the installation method be a retrofit installation and in dark brown (cocoa) color and with a standard rail width.**
  
9. **1011 Dunbarton Circle** – Arnoldeen Kesmodel – Windows replacement in this 4400 model: Replace via retrofit installation 4 windows using MonteVerde’s BayView vinyl-framed windows, in exterior color bronze. Contractor is Luxem. **Approval Recommended with Conditions: That the installation method be a retrofit installation and in dark brown (cocoa) color and with a standard rail width.**
  
10. **217 Elmhurst Circle** – Cathy Mathews – Windows replacement in this 4400 Model: 4 windows and 2 patio doors to be installed by C.E.C.S. contractors using Simonton Daylight Max Vinyl Window Series 7300 vinyl-framed dual-paned series

sliding windows, in a replacement retrofit installation. Exterior color to be Bronze. No change in window configurations. (Vote actually occurred on June 20.)

**Approval Recommended with Conditions: The frame style must be “Block.”**

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

11. **19 Colby Court** – Pam Sandoval – HVAC system replacement, on an emergency basis, in this 1625 Model: install Ruud 15-SEER 2.5-ton heat pump system. Outdoor compressor to be in original location and existing line set to be re-used. **Emergency Approval granted June 13, 2017.**
12. **2 Colby Court** – Molly Malone – HVAC system replacement, on an emergency basis, in this 1100 Model: install a Lennox 20-SEER mini split heat pump system (Lennox MS8-HO-121). The outdoor compressor to be in the original location, and new refrigerant line set will enter garage wall at original site and be run through interior. **Emergency Approval granted June 22, 2017.**
13. **1107 Commons Drive** – Christine Wellin – HVAC system replacement, on an emergency basis, in this 1625 Model: install a 3-ton Trane 16-SEER heat pump system. The outdoor compressor to be in the original location, and the original refrigerant line set is expected to be reused. **Emergency Approval granted June 28, 2017.**

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

14. **504 Elmhurst Circle** – Sharon Koto-Bender – – In this 5500 Model, the installation of a parcel delivery chest or box at the edge of the alley and near the right edge of the driveway. First, no criteria exist for this type of improvement, nor to the A.R.C.’s knowledge, has any been installed in Nepenthe. The A.R.C. has not been granted authority to approve such an improvement. At its largest, the parcel chest, made by Qualarc, in large size measures 22” x 24 <sup>3</sup>/<sub>4</sub> “x 17”. Some committee members find it unsightly, especially in the prominent proposed location. A compromise motion was made to approve installation if the chest were to be placed away from the alley edge, near the fence and gate, be painted “Cocoa Brown” to match the fence and be screened somewhat by landscaping shrubbery. The committee’s vote was 3 for the compromise motion and 3 against. **Approval motion failed to carry.**

**H. Next meeting.** A make-up meeting on Tuesday, June 20, 2017, 5:30 pm in the Clubhouse. Next regular meeting on Tuesday, July 11, at 5:30 pm in the Clubhouse.

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

## NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, June 20, 2017 at 5:30 pm in Clubhouse

**Members present:** Jenny Smith, Chair; Alan Watters, Bill Henle, Joel Weeden, Jan Summers, Diane Vanderpot.

**Members absent:** Cheryll Cochrane.

**Present:** Joan Haradon, Board Liaison; Bettsi Ledesma, Gen. Manager

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

**D. Reviewed Non-Compliance Notices from Homeowners:** none.

**F. Old Business:** none.

**G. New Business:**

Explaining the Board wishes each committee to have a charter, Joan Haradon presented her rewritten version of a standard charter. The ARC may edit it to better represent this committee's practices and submit it to the Board.

Discussed the Satellite Dishes Guidelines and made changes that Alan will incorporate. This document needs Board approval to be added to the *Architectural Review Committee Guidelines & Application*.

Discussed the Mail Slot document; it is finalized. The Board must approve it for addition to the *Architectural Review Committee Guidelines & Application*.

Alan's suggested revisions to *Section 28. Wiring, Cable and Pipe Installations* received much discussion. It was decided to eliminate from this section, installations with possible wiring or piping that are discussed in their own sections of the Criteria. This way, only wiring or conduit not covered elsewhere need be covered here.

Tying in with the discussion above, the problem of installation of a new hard-wired microwave over one's stove and its code requiring a new circuit to be run from the circuit breaker was discussed. Bill pointed out that his house handles it by running conduit horizontally along the flat line of the rear façade; painted, the conduit piping is so unobtrusive that visitors do not notice it. It is unlikely that homeowners would agree to such extensive work as removing siding and opening up ceilings to secrete the new circuit wiring. As with many improvements, the options vary with the configuration of the different model homes. There is no one blanket solution. These revised criteria need to be submitted to the Board.



**BOARD ACTION ITEMS:**

1. The Architectural Committee presents its **Charter** and requests approval.
2. The ARC presents the newly revised guidelines for installing satellite dishes and requests approval to add it to the *Architectural Review Committee Guidelines & Application* as **Section 29. Antennas and Satellite Dishes.**
3. Likewise, the ARC requests approval for the revised **Section 28. Wiring and Pipe Installations.**
4. Likewise, the ARC requests approval for the revised **Section 18. Mail Slot Replacement.**

**H. Next meeting.** Next regular meeting on Tuesday, July 11, at 5:30 pm in the Clubhouse.

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

# Nepenthe Grounds Committee Meeting Minutes

## June 8, 2017 - 3:00PM - Dunbarton Cabana

Present were:

Pam Livingston, Committee Chair; Bettsi Ledesma, General Manager; George Procida, GP Landscape; Linda Cook, Board Liaison; Diane Luttrell, Zone 1; Elsa Morrison, Zone 2; Diana Vizzard, Zone 2; Lyn Livingston, Zone 3; Ken Gromacki, Zone 3; Lisa Tafoya, Zone 3; Kay Chmielewski, Zone 4; Pam Sechrist, Zone 5; Kathy Waugh, Zone 6; Diana Mortimore, Zone 6; Renee Mendez, Zone 7; Marty Henderson, Irrigation; Joan Barrett, Secretary; Paul Dubois, The Grove

Not present: Grace Long, Zone 1; Don Landsittel, Zone 4

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

### **George Procida, Grounds Report**

George reported that the crews are between irrigation cycles and are fertilizing the turf currently. Bettsi asked about the Liquidambar sucker treatment schedule. George responded that the work is ongoing.

He said that the irrigation is at 3 times per week generally, twice per night. Renee asked if that schedule applied to the drip irrigation in her area and George said that the schedule was currently at 5 times a week in Zone 7 because of the new planting.

George said that each week, there is about a week and a half's worth of work is added so they have been behind schedule and are struggling to keep up. If an extra crew comes available, he will send them to Nepenthe to help catch up. Pam Livingston stated that the goal is to slow the removal and replacement of plants except for those that are dead or dying. She said we need to create a plan to keep track of replaced plants.

A discussion followed about the feasibility of suspending the walks for 7 weeks to attempt to let the crews catch up. Bettsi mentioned that the walks discover issues beyond plants that may need attention. She suggested that the stewards go on their own without Pam Livingston and Bettsi as a way to insure maintenance issues are addressed without taxing the grounds crews. George said that he is available on Friday mornings to accompany those stewards who would like him attend their walks. There was general agreement to try this approach.

### **Bettsi Ledesma, Manager's Report**

The Board adopted the criteria about the lighting submitted by Renee's ad hoc committee. The committee's recommendations about the trees were also approved. She said that she will create a newsletter article about the dangers of standing water.

The website designer would like to show walkways on the map. Bettsi passed a map of the zones to the stewards and requested that they fill in the paths in their zones in time for next month's meeting.

Pam Sechrist requested that Bettsi remind people via the newsletter that patio clippings are to be put out to the curb on Sunday only.

### **Renee Mendez**

Renee, as the chair of the Ad Hoc Lighting Committee, passed around a photo and specs of the lighting for garages that the Board approved for homeowners that want to purchase a light for the back of their properties.

### **Paul Dubois- Arborist Report**

Paul submitted his report and agreed to include costs on future proposals to the committee so that a more informed decision may be made by the committee.

## **REQUEST FOR BOARD ACTION**

### **May 2017 Tree Walk**

**Motion - made by Lyn and Seconded by Kay - The motion passed unanimously.**

**The Grounds Committee recommends to the Nepenthe Board of Directors the remedies recommended in the May 30, 2017 Nepenthe Tree Walk Report by Paul Dubois, Arborist, with The Grove Total Tree Care.**

### **Zone 6 – 318 Elmhurst - #1857 Zelcova**

Betsi said that the homeowner at 318 Elmhurst requested removal of a tree too close to their fence because of concerns about damage to the concrete in their patio. Paul has examined the tree and said that root pruning is an option but not guaranteed to remedy the issue.

**A motion was made by Ken and seconded by Elsa to recommend removal of the #1857 Zelcova tree at 318 Elmhurst. Vote – 12 Yes: 1 No**

### **Zone 2 - 1136 Vanderbilt – #627 Deodar Cedar and #626 Tulip tree**

**Motion - made by Diana Vizzard and seconded by Elsa - The motion passed unanimously**

**The Grounds Committee recommends to the Nepenthe Board of Directors the remedies to the #627 Deodar Cedar and the Tulip tree at 1136 Vanderbilt recommended in the May 22, 2017 Report by Paul Dubois, Arborist, with The Grove Total Tree Care.**

### **Zone 6 – 711 Elmhurst – Deodar Cedar**

**It was agreed to table the homeowner's request until the City can inspect the situation to determine if removal is feasible. Betsi will relay this information to the homeowner.**

### **Landscape Maintenance Contract**

Betsi presented a breakdown of the payments to GP Landscaping so that the committee has a better picture of the financial commitment required in going forward with the bid for 2018.

Marty commended GP and George for a commitment to Nepenthe and the committee. He questioned promises in the contract that are difficult to follow up on and noted that if those commitments aren't followed, they shouldn't be in the contract. Betsi said that there are plans to be more organized through a log that would track projects.

Lyn mentioned that there are tasks that are not in the contract that come up and George has been very accommodating. Discussion followed about the financial ramifications of splitting up the general contract into segments.

**Motion - made by Marty and seconded by Pam Sechrist to request the Board retain GP Landscaping in 2018. The motion passed.**

Pam Livingston asked if all were agreeable to a second meeting this month to revisit the issues raised about the contract.

The meeting was adjourned at 5:10PM

## MINUTES

ILSC  
JUNE 13, 2017, 5:00 PM  
NEPENTHE LIBRARY

### IN ATTENDANCE:

Jerry Dunn  
Mike Cochrane  
Bill Olmsted  
Steve Huffman, Board Liaison  
Bettsi Ledesma, Staff  
Ron Lacombe, Guesst  
Joe & Sharon Koto-Bender, Homeowners

### ABSENT:

Nancy Arndorfer, Chair  
(Surgery)

In Nancy's absence the meeting was called to order at 5:00 PM by Bill, acting chair. Bettsi immediately introduced Ron, Joe and Sharon who had presentations for the committee, which were then handled first before the committee agenda business.

Joe and Sharon reside at 504 Elmhurst Circle and had documentation to show a safety problem on their property. They were on their way to the ARC meeting that would have jurisdiction over their issue, but they came to the ILSC as a courtesy as the issue pertains to a possible safety (fire) hazard. It concerns their HVAC system that was installed by a previous owner too close to the house and the fence, which does not allow enough room for a repair person to even work on it, plus it does not meet building codes. This was pointed out to them by professional installer/maintenance people who also said that it was a potential fire hazard. We all agreed, thanked them for their courtesy and sent them on to the ARC meeting in the other room where they were to ask for permission to move the fence enough to accomodate the system and remove the hazard.

Ron is the President of SafetyQuest Training Services who sells, services and trains clients on the Philips Automated External Defibrillators (AEDs). He had been talking to Bettsi recently at our request, and he furnished us all with a nice professional folder outlining the units themselves, pricing and legalities per California law. He presented an estimated invoice for the purchase of one at \$1,354.00 along with licensing, servicing and mounting for a total of \$1,911.92. Mike said he would look into the California codes covering the ownership and use of the units as well as possible liability hazards and potential litigation for their alleged misuse. Ron' presentation and package left us future discussions once Mike researches the law.

There were no minutes from the previous meeting by Jerry to review as they had been inadvertently been deleted from someone's computer.

ILSC Minutes, pg 2

OLD BUSINESS

Nancy had given Mike a name to contact at the City in re emergency evacuation procedures, but Mike reported the person was no longer with the City, and he would check further to find and contact the appropriate person.

Steve presented a draft copy for an email e blast from the HOA requesting that anyone interested in joining the committee to contact the office. We gave a few suggestions for minimal changes, and Steve said that he would change it and give it to the office for promulgation to the masses.

The defibrillator issue was slated for discussion here but was handled as reported above.

NEW BUSINESS

Jerry spoke of the upcoming time for renegotiation with Farmers in re our annual review and policy for the following year. He would meet soon with Ryan, our agent, after he receives the Insurance Standards and Practices document for the HOA from Steve.

The other new business agenda item was about the homeowner's application by Joe and Sharon, which has also been reported above.

There was no other new business from the floor.

The meeting was adjourned at 6:05 PM

Submitted by  
William Olmsted

THE NEXT COMMITTEE MEETING WILL BE ON JULY 11th

THE NEXT BOARD MEETING WILL BE ON JULY 5th



# Nepenthe Association

Management Report – July 5, 2017

## 1 COMMUNICATION

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1.1 THE NEPENTHE NEWS WAS LAST PUBLISHED ON JUNE 9, 2017. THE NEXT NEWSLETTER WILL BE PUBLISHED ON JULY 7, 2017. TOPICS TO BE COVERED ARE:

- Manager's Report
- President's Report
- Parking Rules
- Concrete Repair update
- Grounds report

1.2 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

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2.1 FOLLOW UP ON OPEN INSURANCE CLAIMS:

- Water intrusion due to siding failure. Failure appears to be related to the Association's 2009/2010 siding contract. Repairs are completed. Check from Farmers Insurance for the repairs was received on June 25, 2017.

2.2 ASSISTANT COMMUNITY MANAGER, CRYSTLE RHINE, ATTENDED 8 HOUR POOL OPERATOR COURSE GIVEN BY SACRAMENTO COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH.

2.3 MANAGER COMPILED REPORT OF ALL RESERVE LANDSCAPING EXPENSES FOR 2016 & 2017 FOR GROUNDS COMMITTEE.

2.4 MANAGER COMPILED REPORT OF ALL UNDERGROUND UTILITIES EXPENSES FOR 2012-2017 FOR AD HOC COMMITTEE ON UNDERGROUND UTILITIES

2.5 MANAGER ARRANGED FOR OWNER OF SAFETY QUEST PRODUCTS AND TRAINING TO ATTEND INSURANCE, LEGAL & SAFETY COMMITTEE MEETING TO DISCUSS POSSIBLE INSTALLATION OF DEFIBRILLATOR AT CLUBHOUSE.

2.6 MANAGER ATTENDED TWO ARCHITECTURAL REVIEW COMMITTEE MEETINGS- JUNE 13 AND 20

### 3 FACILITIES

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3.1 PHASE III SIDING AND PAINTING PROJECT IS RUNNING AHEAD OF SCHEDULE. IT IS APPROXIMATELY TWO-THIRDS COMPLETED.

3.2 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.

3.3 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

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4.1 GROUND WALKS: SINCE THE LAST BOARD MEETING ON JUNE 7, 2017 LANDSCAPE WALKS WERE HELD 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.

## 4.2 TREE MAINTENANCE:

- On May 29, 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 reviewed their requests at their June 8 meeting. Their recommendation and any neighbor opposition are in the July 5 Board packet

## 5 FINANCIAL

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5.1 THE MAY FINANCIALS WERE PUBLISHED ON JUNE 19, 2017. THERE IS A CURRENT POSITIVE VARIANCE OF \$115,663.

## 6 GOVERNANCE

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### 6.1 COURTESY PATROL:

- Since the last Board meeting, there were a total of 21 violation notices placed on vehicles in the community by the security patrol. There were 0 vehicle towed during this time. Reports are reviewed by management daily, recapping the rounds and interactions of the officers on duty.

### 6.2 VIOLATIONS:

- Since the last Board meeting, management sent 2 compliance notices 1 for trash not put away and 1 for unauthorized number of guests.



**NEPENTHE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
June 7, 2017, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

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

**I. CALL TO ORDER @ 5:30pm**

Present	Board Member	Positon
X	Steve Huffman	President
X	Joan Haradon	Vice President
X	Linda Cook	Secretary
X	Christina George	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 June 7, 2017 in order to consider matters relating to the formation of contracts, personnel matters and member discipline.

**Items of discussion included:**

- Delinquencies
- 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.
- i. Final reports for Zone 7 and Exterior Attached Lighting were submitted to the Board for inclusion in the May meeting.
  - ii. Work has begun on the final task – free-standing common area lights.
- b. Ad Hoc Committee on Underground Utilities- No meeting since last Board meeting.
- c. Architectural Review Committee- No meeting since last Board meeting.
- d. Finance Committee- Verbal report provided at meeting. Minutes provided to Board in their packet.
- e. Grounds Committee- Verbal report provided at meeting. Minutes provided to Board in their packet.
- i. Irrigation Upgrade 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.
  - ii. GP Report: Weeds were 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.
  - iii. Manager’s Report: Bettsi said that she will create a newsletter update regarding the watering schedule and will show how it coordinates with the mowing schedule.
  - iv. Arborist Report was reviewed.

v. REQUEST FOR BOARD ACTION – Arborist Report. The 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 was unanimously in favor of the motion.

f. Insurance, Legal and Safety Committee- No meeting since last Board meeting.

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

#### IV. MANAGEMENT REPORT-

a. Operations Report-

- Update on open insurance claims:
  - 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.
  - 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.
- Phase III Siding and Painting project is running ahead of schedule. It is approximately two-thirds completed.
- 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 were obtained.

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 Joan Haradon

**Second:** Director Linda Cook

**Vote:** All in favor

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

<i>Begin Consent Calendar</i>
-------------------------------

a. **Approval of Minutes May 17, 2017 Open Session**

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

b. **Annual Meeting Minutes**

Resolution: The Board approved the Minutes for distribution for owner approval at next year’s Annual Meeting.

c. **Financial Statement: April 2017**

Resolution: The Board accepted 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**

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**

The homeowners listed on the Committee Roster 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 roster.

*End Consent Calendar*

VIII. **UNFINISHED BUSINESS - none**

IX. **NEW BUSINESS**

a. **Criteria for Garage Exterior Lighting**

**Motion:** Director Linda Cook

**Second:** Director Joan Haradon

**Vote:** All in favor

**Resolution:** Board approved 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**

**Motion:** Director Joan Haradon

**Second:** Director Linda Cook

**Vote:** All in favor

**Resolution:** The Board approved cleaning deposit of \$75.

c. **Proposals for Tree Work**

**Motion:** Director Joan Haradon

**Second:** Director Linda Cook

**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 \$22,540, payable from Reserves which has a remaining 2017 allocation for tree work of \$102,050.

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

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

XII. **ADJOURN @ 5:57pm**

# NEPENTHE ASSOCIATION

## CASH BASIS FINANCIAL STATEMENTS

FOR THE MONTH AND FIVE MONTH(S) ENDED  
MAY 31, 2017

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BANK RECONCILIATIONS	

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:**

**May 31, 2017**

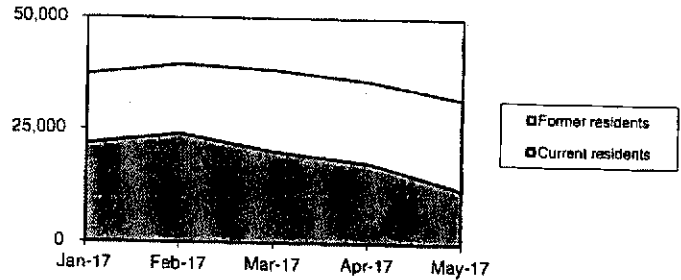
**CASH SUMMARY**

	<u>This month</u>	<u>Last Month</u>	<u>Change in Cash</u>	
Operating cash	419,372.05	421,342.74	Decrease in Cash	(1,970.69)
Reserve Cash General Reserve	5,772,825.71	5,699,456.42	Increase in Cash	73,369.29
Adj Operating Cash (see note 1)	319,374.42	333,249.62	Decrease in Cash	(13,875.20)
Average budgeted expenses / month		278,914.00		
Average # of months of available cash		1.50		
Percent Funded Per 2016 Reserve Study		41%		

**ASSESSMENT SUMMARY**

Monthly Assessment Budget	276,709.00
Assessment Cash Received	292,586.35
<u>Total Assessments Receivable</u>	
0-30 days (see note 1)	469.00
31-60 days late	6,898.12
61-90 days late	2,058.80
<u>over 90 days late</u>	<u>22,621.03</u>
Total Assessments Due	32,046.95
<u>Other Receivable</u>	
Total Owners Receivable	41,696.36
Past Residents Assessments Rec.	20,183.90
Prepaid Assessments	99,997.63

**Assessment Receivable Trending**



**OPERATING SUMMARY**

Category	May Expenses	YTD Expenses	YTD Budget	YTD Variance	Negative YTD Variances > \$2500
Utilities	10,582	48,994	40,525	(8,469)	gas, water
Landscape	57,134	142,835	143,885	1,050	
Common Area	8,173	54,372	55,105	733	
Management/On-Site Admin	43,087	188,088	181,935	(26,153)	fed tax, gen couns, mgt rmb, frchs tax, adm msc
Insurance	8,313	39,500	142,910	103,410	
<b>Total Operating Expenses</b>	<b>127,289</b>	<b>473,788</b>	<b>544,360</b>	<b>70,572</b>	Spending underbudget year-to-date

**RESERVE SUMMARY**

Contribution to Reserves this month:	170,042.00	Rsv Disbursement this month:	98,585.47
Contribution to Rsvs Year-to-Date:	850,210.00	Rsv Disbursement YTD:	644,993.94
Interest on reserve funds Year-to-Date:	15,122.09		

**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**

<b>Sources/Uses</b>		<b>Operations</b>	<b>Reserves</b>
<b>Beginning Balance 1/01/2017</b>		<b>303,773</b>	<b>5,552,488</b>
	Prior year Due from Management	52	
	Prior year Due from Vendor	0	
<b>Plus</b>	Income	1,439,661.25	
	Reserve Investment Income		15,122.09
	Contributions to Reserves		850,210.00
	Pending Reserve Expense	0.00	
	Due From Vendor	(101.78)	
	Receivable from Mgmt	(14.37)	
	Processing Fees	0.00	
<b>Less</b>	Operating Expenses	(473,788.23)	
	Reserve Funding	(850,210.00)	
	Reserve Expenses		(644,993.94)
<b>Ending Balance 5/31</b>		<b>419,372</b>	<b>5,772,826</b>
		419,372	5,772,826

**Budget Report**

Actual year-to-date income of \$1,439,661.25 versus year-to-date budgeted income of \$1,394,570 produced a positive year-to-date income variance of \$45,091.25.

Actual year-to-date operating expenses of \$473,788.23 versus year-to-date budgeted expenses of \$544,360 produced a positive year-to-date operating expenses variance of \$70,571.77.

The two combined variances produced a positive year-to-date variance of \$115,663.02.

**Other Information**

Unpaid assessments at May 31, 2017 were:	\$	32,047
Prepaid assessments at May 31, 2017 were:	\$	99,998

NEPENTHE ASSOCIATION  
COMPARATIVE BALANCE SHEET  
05/31/2017

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	419,222.05	421,192.74
PETTY CASH	150.00	150.00
RESERVE ACCOUNT FUNDS	5,772,825.71	5,699,456.42
	-----	-----
TOTAL CASH AND INVESTMENTS	6,192,197.76	6,120,799.16
OTHER ASSETS		
DUE FROM VENDOR-	101.78	0.00
RECEIVABLE FROM MANAGEMENT	14.37	28.37
	-----	-----
TOTAL OTHER ASSETS	116.15	28.37
TOTAL ASSETS	6,192,313.91	6,120,827.53
	=====	=====
LIABILITIES		
-----		
MEMBERS EQUITY		
-----		
GENERAL RESERVE FUND BALANCE	5,772,825.71	5,699,456.42
OPERATING FUND BALANCE-BEG OF YEAR	303,825.18	303,825.18
CURRENT YEAR INCOME/(LOSS)	115,663.02	117,545.93
	-----	-----
TOTAL LIABILITIES & MEMBERS EQUITY	6,192,313.91	6,120,827.53
	=====	=====

Entity: NEP NEPENTHE ASSOCIATION

FirstService Residential CA  
 15241 Laguna Canyon Road  
 Irvine, CA 92618

As of date: 05/31/2017

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		263,802.79
11112	OPERATING INVESTMENT	UNION+ UNION BANK	MNYMKT 1880024236	0.45%	155,419.26
Total (Cash)					419,372.05
21110	RESERVE FUNDS IN OPERATING CHECKING	USBANK US BANK	CHKING 153495833060		30,367.00
21138	RESERVE INVESTMENT	WELLS WELLS FARGO	INVSMT 66896148		4,903,948.90
21139	RESERVE INVESTMENT	WELLS WELLS FARGO	MNYMKT 66896148		838,509.81
Total (Reserves)					5,772,825.71
Grand Total					6,192,197.76



NEPENTHE ASSOCIATION  
RESERVE FUND BALANCES SUPPORT SCHEDULES  
05/31/2017

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

FirstService Residential CA  
15241 Laguna Canyon Road  
Irvine CA 92618

	PRIOR YEAR BALANCE	BEG BAL REALLOCATION	ADDITIONS THIS YEAR	EXPENSE CURRENT MONTH	PREVIOUS EXP CURRENT YEAR	CURRENT BALANCE
<b>GENERAL RESERVES</b>						
N23277 ROOF INSPECTIONS & REPAIR	(74.78)	74.78	0.00	0.00	0.00	0.00
N23282 TREE REMOVAL/ANNUAL MAINTENANCE	25,317.56	(25,317.56)	0.00	(7,080.00)	(122,492.50)	(129,572.50)
N22911 UNDERGROUND UTILITY REPR RSV	(20,825.00)	20,825.00	0.00	0.00	(11,775.00)	(11,775.00)
N23017 CLUBHOUSE INTERIOR RENOVATION	92,839.23	(15,273.38)	17,635.00	0.00	0.00	95,200.85
N23130 MISCELLANEOUS RSV	47,876.66	(3,992.20)	9,520.00	(1,526.69)	(5,759.66)	46,118.11
23103 INTEREST ON RESERVE FUNDING	39,725.21	(39,725.21)	15,122.09	0.00	0.00	15,122.09
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)	637,565.00	(100,613.29)	(257,125.98)	4,834,869.84
N23271 MAIN CLUBHOUSE AREA RSV	106,365.55	39,696.82	27,700.00	0.00	(5,050.00)	168,712.37
N23275 GROUNDS RESERVE	375,423.92	352,780.77	156,890.00	10,634.51	(143,605.33)	752,123.87
N23276 ADMINISTRATIVE RESERVE	1,945.01	(218.93)	900.00	0.00	0.00	2,626.08
	-----	-----	-----	-----	-----	-----
<b>TOTAL GENERAL RESERVES</b>	<b>5,552,487.56</b>	<b>0.00</b>	<b>865,332.09</b>	<b>(98,585.47)</b>	<b>(546,408.47)</b>	<b>5,772,825.71</b>

NEPENTHE ASSOCIATION  
INCOME STATEMENT  
05/31/2017

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

FirstService Residential CA  
15241 Laguna Canyon Road  
Irvine CA 92618

----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
<b>REVENUE</b>									
292,586.35	276,709	15,877.35	14000	HOMEOWNER ASSESSMENT REVENUE	1,404,917.64	1,383,545	21,372.64	3,320,508	1,915,590.36
1,856.08	1,430	426.08	14087	EASEMENT AGREEMENT	5,840.73	7,150	(1,309.27)	17,160	11,319.27
382.48	0	382.48	14101	INTEREST ON PAST DUE ASSESSMENTS	1,105.82	0	1,105.82	0	(1,105.82)
(20.00)	75	(95.00)	14110	KEY REVENUE	145.00	375	(230.00)	900	755.00
450.00	700	(250.00)	14113	CLUBHOUSE RENTAL	2,220.00	3,500	(1,280.00)	8,400	6,180.00
24.69	0	24.69	14116	CC&R VIOLATIONS/FINES	39.38	0	39.38	0	(39.38)
105.00	0	105.00	14132	MISCELLANEOUS REVENUE	105.00	0	105.00	0	(105.00)
63.20	0	63.20	14162	OPERATING INTEREST REVENUE	287.68	0	287.68	0	(287.68)
1,912.76	0	1,912.76	14163	RESERVE INTEREST REVENUE	15,122.09	0	15,122.09	0	(15,122.09)
0.00	0	0.00	14194	LANDSCAPE REVENUE	25,000.00	0	25,000.00	0	(25,000.00)
<b>297,360.56</b>	<b>278,914</b>	<b>18,446.56</b>		<b>TOTAL REVENUE</b>	<b>1,454,783.34</b>	<b>1,394,570</b>	<b>60,213.34</b>	<b>3,346,968</b>	<b>1,892,184.66</b>
<b>RESERVE CONTRIBUTION</b>									
170,042.00	170,042	0.00	19758	GENERAL RESERVES	850,210.00	850,210	0.00	2,040,504	1,190,294.00
1,912.76	0	(1,912.76)	19803	GENERAL RESERVE INTEREST	15,122.09	0	(15,122.09)	0	(15,122.09)
<b>171,954.76</b>	<b>170,042</b>	<b>(1,912.76)</b>		<b>TOTAL RESERVE CONTRIBUTION</b>	<b>865,332.09</b>	<b>850,210</b>	<b>(15,122.09)</b>	<b>2,040,504</b>	<b>1,175,171.91</b>
<b>125,405.80</b>	<b>108,872</b>	<b>16,533.80</b>		<b>AVAILABLE OPERATING REVENUE</b>	<b>589,451.25</b>	<b>544,360</b>	<b>45,091.25</b>	<b>1,306,464</b>	<b>717,012.75</b>
<b>OPERATING EXPENSES</b>									
<b>UTILITIES</b>									
2,572.02	2,725	152.98	15101	ELECTRICITY	14,537.10	13,625	(912.10)	32,700	18,162.90
2,013.33	1,200	(813.33)	15102	GAS	11,315.71	6,000	(5,315.71)	14,400	3,084.29
239.66	350	110.34	15103	REFUSE COLLECTION	1,436.32	1,750	313.68	4,200	2,763.68
299.12	430	130.88	15105	TELEPHONE EXPENSE	1,692.42	2,150	457.58	5,160	3,467.58
5,457.46	3,400	(2,057.46)	15106	WATER	20,012.76	17,000	(3,012.76)	40,800	20,787.24
<b>10,581.59</b>	<b>8,105</b>	<b>(2,476.59)</b>		<b>TOTAL UTILITIES</b>	<b>48,994.31</b>	<b>40,525</b>	<b>(8,469.31)</b>	<b>97,260</b>	<b>48,265.69</b>
<b>LAND MAINTENANCE</b>									
57,134.00	28,567	(28,567.00)	15500	CONTRACT LANDSCAPE SERVICE	142,835.00	142,835	0.00	342,804	199,969.00
0.00	185	185.00	15511	BACKFLOW DEVICE TEST	0.00	925	925.00	2,220	2,220.00
0.00	25	25.00	15597	COMMON AREA IMPROVEMENT	0.00	125	125.00	300	300.00
<b>57,134.00</b>	<b>28,777</b>	<b>(28,357.00)</b>		<b>TOTAL LAND MAINTENANCE</b>	<b>142,835.00</b>	<b>143,885</b>	<b>1,050.00</b>	<b>345,324</b>	<b>202,489.00</b>
<b>COMMON AREA</b>									
1,350.00	1,350	0.00	16020	CONTRACT POOL/SPA SERVICE	6,750.00	6,750	0.00	16,200	9,450.00
0.00	25	25.00	16022	POOL EQUIPMENT REPAIR	0.00	125	125.00	300	300.00
1,243.48	115	(1,128.48)	16027	POOL INSPECTION	1,733.48	575	(1,158.48)	1,380	(353.48)

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----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
0.00	25	25.00	18510	ROOF MAINTENANCE	0.00	125	125.00	300	300.00
299.42	279	(20.42)	18524	MATERIAL SUPPLIES	2,668.75	1,395	(1,273.75)	3,348	679.25
0.00	190	190.00	18526	PEST CONTROL	495.00	950	455.00	2,280	1,785.00
1,525.00	1,525	0.00	18531	JANITORIAL SERVICE	7,625.00	7,625	0.00	18,300	10,675.00
14.48	247	232.52	18532	JANITORIAL SUPPLIES	626.59	1,235	608.41	2,964	2,337.41
0.00	10	10.00	18534	FIRE EXTINGUISHER	0.00	50	50.00	120	120.00
0.00	25	25.00	18544	LIGHT REPAIRS	0.00	125	125.00	300	300.00
1,804.00	125	(1,679.00)	18564	SPECIAL SECURITY	1,902.75	625	(1,277.75)	1,500	(402.75)
0.00	1,200	1,200.00	18579	PATROL SERVICE	4,000.00	6,000	2,000.00	14,400	10,400.00
1,019.00	4,993	3,974.00	18736	GUTTER & DOWNSPOUT CLEANING	25,899.40	24,965	(934.40)	59,916	34,016.60
627.41	400	(227.41)	18767	REPAIR & MAINTENANCE	1,173.26	2,000	826.74	4,800	3,626.74
235.34	172	(63.34)	18905	KITCHEN SUPPLIES	856.83	860	3.17	2,064	1,207.17
55.00	300	245.00	18957	JANITORIAL EXTRA	175.00	1,500	1,325.00	3,600	3,425.00
0.00	40	40.00	18986	FITNESS CONTRACT	465.51	200	(265.51)	480	14.49
<b>8,173.13</b>	<b>11,021</b>	<b>2,847.87</b>		<b>TOTAL COMMON AREA</b>	<b>54,371.57</b>	<b>55,105</b>	<b>733.43</b>	<b>132,252</b>	<b>77,880.43</b>
				<b>MANAGEMENT/ON-SITE ADMIN EXP</b>					
450.00	150	(300.00)	18001	COMMUNITY WEBSITE	1,661.33	750	(911.33)	1,800	138.67
451.88	75	(376.88)	18003	COMMUNITY EVENTS/PROGRAMS	1,578.13	375	(1,203.13)	900	(678.13)
70.00	75	5.00	18008	VOLUNTEER RECOGNITION	70.00	375	305.00	900	830.00
205.00	75	(130.00)	18092	EDUCATION/ADULT PROGRAM	379.91	375	(4.91)	900	520.09
7,159.31	6,970	(189.31)	19109	CONTRACT MANAGEMENT	35,796.55	34,850	(946.55)	83,640	47,843.45
0.00	160	160.00	19101	CPA SERVICES	1,895.00	800	(1,095.00)	1,920	25.00
0.00	650	650.00	19104	FEDERAL TAX EXPENSE	9,161.00	3,250	(5,911.00)	7,800	(1,361.00)
0.00	375	375.00	19105	FRANCHISE TAX BOARD	4,648.00	1,875	(2,773.00)	4,500	(148.00)
0.00	175	175.00	19106	TAXES & LICENSES	30.00	875	845.00	2,100	2,070.00
9,654.26	500	(9,154.26)	19108	GENERAL COUNSEL SERVICE	14,139.22	2,500	(11,639.22)	6,000	(8,139.22)
6,863.59	2,100	(4,763.59)	19111	MANAGEMENT REIMBURSABLE	15,812.08	10,500	(5,312.08)	25,200	9,387.92
0.00	50	50.00	19112	POSTAGE, ON-SITE	213.12	250	36.88	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	200	200.00	480	480.00
35.00	35	0.00	19119	BANK FEES	175.00	175	0.00	420	245.00
12,242.46	14,000	1,757.54	19124	ON-SITE STAFF	66,229.29	70,000	3,770.71	168,000	101,770.71
414.31	60	(354.31)	19126	DELINQUENCY MONITORING	48.59	300	251.41	720	671.41
0.00	182	182.00	19132	OPERATING CONTINGENCY	0.00	910	910.00	2,184	2,184.00
1,034.02	100	(934.02)	19143	LEGAL-COLLECTIONS	1,034.02	500	(534.02)	1,200	165.98
181.10	100	(81.10)	19172	ACCOUNTING REIMBURSABLES	973.10	500	(473.10)	1,200	226.90
(1,795.52)	135	1,930.52	19174	AMS COLLECTION EXPENSE	(740.43)	675	1,415.43	1,620	2,360.43
0.00	75	75.00	19178	PROPERTY TAX	0.00	375	375.00	900	900.00
4,990.07	5,300	309.93	19247	PAYROLL TAXES & BENEFITS	27,334.54	26,500	(834.54)	63,600	36,265.46
150.00	5	(145.00)	19281	WEBSITE MONTHLY FEE	150.00	25	(125.00)	60	(90.00)
545.76	150	(395.76)	19295	ON-SITE OFFICE SUPPLIES	1,291.70	750	(541.70)	1,800	508.30
339.65	400	60.35	19382	COPIER LEASE	2,611.14	2,000	(611.14)	4,800	2,188.86

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0.00	50	50.00	19442	CLAC CONTRIBUTION	0.00	250	250.00	600	600.00
96.36	400	303.64	19505	CC&R REVISION	96.36	2,000	1,903.64	4,800	4,703.64
<b>43,087.25</b>	<b>32,387</b>	<b>(10,700.25)</b>		<b>TOTAL MANAGEMENT/ON-SITE ADMIN E</b>	<b>188,087.65</b>	<b>161,935</b>	<b>(26,152.65)</b>	<b>388,644</b>	<b>200,556.35</b>
				<b>INSURANCE</b>					
8,312.74	7,801	(511.74)	19107	INSURANCE	39,499.70	39,005	(494.70)	93,612	54,112.30
0.00	20,781	20,781.00	DC19307	FLOOD INSURANCE	0.00	103,905	103,905.00	249,372	249,372.00
<b>8,312.74</b>	<b>28,582</b>	<b>20,269.26</b>		<b>TOTAL INSURANCE</b>	<b>39,499.70</b>	<b>142,910</b>	<b>103,410.30</b>	<b>342,984</b>	<b>303,484.30</b>
<b>127,288.71</b>	<b>108,872</b>	<b>(18,416.71)</b>		<b>TOTAL OPERATING EXPENSES</b>	<b>473,788.23</b>	<b>544,360</b>	<b>70,571.77</b>	<b>1,306,464</b>	<b>832,675.77</b>
(1,882.91)	0	(1,882.91)		<i>NET INCOME/(LOSS)</i>	115,663.02	0	115,663.02	0	(115,663.02)

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	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	TOTAL
<b>REVENUE</b>													
14000 HOMEOWNER ASSESSMENT REVENUE	281783	258370	280916	278859	257374	256396	281848	278952	266931	306681	259767	292586	3300463
14087 EASEMENT AGREEMENT	1461	1467	1458	1836	1826	721	29782	0	1790	1816	379	1856	44393
14101 INTEREST ON PAST DUE ASSESMEN	481	9	27	67	387	73	81	5	24	611	84	382	2231
14110 KEY REVENUE	200	105	90	40	15	10	75	40	-20	85	60	-20	680
14113 CLUBHOUSE RENTAL	605	105	295	140	1060	435	1625	240	510	270	750	450	6485
14116 CC&R VIOLATIONS/FINES	0	0	0	0	0	0	0	0	0	0	15	25	39
14132 MISCELLANEOUS REVENUE	0	0	0	0	0	0	0	0	0	0	0	105	105
14162 OPERATING INTEREST REVENUE	25	25	28	25	26	25	25	15	97	59	54	63	468
14163 RESERVE INTEREST REVENUE	11382	1023	1403	3330	2174	1757	9407	2089	1733	3039	6348	1913	45598
14194 LANDSCAPE REVENUE	0	0	0	0	0	0	0	0	25000	0	0	0	25000
14372 PAST OWNERS REVENUE	6	0	0	0	0	0	0	0	0	0	0	0	6
<b>TOTAL REVENUE</b>	<b>295944</b>	<b>261104</b>	<b>284217</b>	<b>284297</b>	<b>262862</b>	<b>259417</b>	<b>322844</b>	<b>281341</b>	<b>296064</b>	<b>312561</b>	<b>267457</b>	<b>297361</b>	<b>3425468</b>
<b>RESERVE CONTRIBUTION</b>													
19758 GENERAL RESERVES	163766	163766	163766	163766	163766	163766	163766	170042	170042	170042	170042	170042	1996572
19803 GENERAL RESERVE INTEREST	11382	1023	1403	3330	2174	1757	9407	2089	1733	3039	6348	1913	45598
<b>TOTAL RESERVE CONTRIBUTION</b>	<b>175148</b>	<b>164789</b>	<b>165169</b>	<b>167096</b>	<b>165940</b>	<b>165523</b>	<b>173173</b>	<b>172131</b>	<b>171775</b>	<b>173081</b>	<b>176390</b>	<b>171955</b>	<b>2042170</b>
<b>AVAILABLE OPERATING REVENUE</b>	<b>120796</b>	<b>96315</b>	<b>119048</b>	<b>117202</b>	<b>96922</b>	<b>93894</b>	<b>149671</b>	<b>109210</b>	<b>124289</b>	<b>139480</b>	<b>91066</b>	<b>125406</b>	<b>1383298</b>
<b>OPERATING EXPENSES</b>													
<b>UTILITIES</b>													
15101 ELECTRICITY	2725	2562	0	5498	2661	0	2669	5848	0	6117	0	2572	30652
15102 GAS	1619	228	1168	790	1926	1603	2688	1804	2398	1724	3377	2013	21339
15103 REFUSE COLLECTION	9	181	168	273	286	216	269	144	422	0	631	240	2839
15105 TELEPHONE EXPENSE	489	492	495	492	364	570	559	126	943	261	63	299	5153
15106 WATER	4022	2554	3027	3658	4609	3315	3430	4137	3994	3633	2791	5457	44628
<b>TOTAL UTILITIES</b>	<b>8864</b>	<b>6017</b>	<b>4858</b>	<b>10711</b>	<b>9846</b>	<b>5704</b>	<b>9616</b>	<b>12059</b>	<b>7757</b>	<b>11735</b>	<b>6862</b>	<b>10582</b>	<b>104611</b>
<b>LAND MAINTENANCE</b>													
15500 CONTRACT LANDSCAPE SERVICE	26823	26823	26823	26823	26823	26823	26823	0	28567	57134	0	57134	330596
15504 TREE MAINTENANCE	210	0	0	0	180	0	0	0	0	0	0	0	390
15511 BACKFLOW DEVICE TEST	2695	0	0	0	0	0	0	0	0	0	0	0	2695
15597 COMMON AREA IMPROVEMENT	92	0	0	0	0	0	0	0	0	0	0	0	92
<b>TOTAL LAND MAINTENANCE</b>	<b>29820</b>	<b>26823</b>	<b>26823</b>	<b>26823</b>	<b>27003</b>	<b>26823</b>	<b>26823</b>	<b>0</b>	<b>28567</b>	<b>57134</b>	<b>0</b>	<b>57134</b>	<b>333773</b>
<b>COMMON AREA</b>													

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16020 CONTRACT POOL/SPA SERVICE	1350	1350	1350	1350	1350	1350	1350	1350	1350	1350	1350	1350	16200
16022 POOL EQUIPMENT REPAIR	0	1465	0	0	0	0	0	0	0	0	0	0	1465
16027 POOL INSPECTION	0	159	1529	0	0	793	0	0	0	490	0	1243	4214
18457 PLUMBING REPAIR	0	0	0	0	0	0	200	0	0	0	0	0	200
18510 ROOF MAINTENANCE	0	0	0	0	0	520	0	0	0	0	0	0	520
18524 MATERIAL SUPPLIES	166	435	380	437	54	453	222	1372	392	194	411	299	4815
18526 PEST CONTROL	0	350	0	0	0	0	1750	145	0	0	350	0	2595
18531 JANITORIAL SERVICE	1525	1670	1573	1525	1525	1525	1525	1525	1525	1525	1525	1525	18493
18532 JANITORIAL SUPPLIES	84	298	0	224	343	33	440	0	230	0	382	14	2049
18534 FIRE EXTINGUISHER	0	0	0	245	0	0	0	0	0	0	0	0	245
18564 SPECIAL SECURITY	0	0	0	354	0	40	59	99	0	0	0	1804	2356
18579 PATROL SERVICE	1000	1000	1000	1000	1000	1000	1000	1000	1000	2000	0	0	11000
18736 GUTTER & DOWNSPOUT CLEANING	0	0	149	0	289	12153	24306	12153	396	12153	178	1019	62797
18767 REPAIR & MAINTENANCE	503	0	1249	681	309	0	133	346	200	0	0	627	4049
18905 KITCHEN SUPPLIES	145	149	103	173	90	233	110	100	0	372	150	235	1860
18957 JANITORIAL EXTRA	3800	0	0	140	0	0	0	0	0	120	0	55	4115
18986 FITNESS CONTRACT	193	0	0	85	0	0	85	0	240	85	141	0	828
<b>TOTAL COMMON AREA</b>	<b>8766</b>	<b>6876</b>	<b>7332</b>	<b>6215</b>	<b>4960</b>	<b>18100</b>	<b>31181</b>	<b>18090</b>	<b>5333</b>	<b>18289</b>	<b>4487</b>	<b>8173</b>	137801
<b>MANAGEMENT/ON-SITE ADMIN EXP</b>													
18001 COMMUNITY WEBSITE	0	0	0	-1188	0	225	0	0	228	0	983	450	698
18003 COMMUNITY EVENTS/PROGRAMS	42	10	111	-2271	-105	93	571	0	639	155	332	452	28
18008 VOLUNTEER RECOGNITION	0	0	0	0	0	0	0	0	0	0	0	70	70
18092 EDUCATION/ADULT PROGRAM	32	-53	66	330	0	0	98	0	99	0	76	205	853
19109 CONTRACT MANAGEMENT	6818	6818	6818	6818	6818	6818	6818	7159	7159	7159	7159	7159	83525
19101 CPA SERVICES	0	0	0	0	0	0	0	0	0	1895	0	0	1895
19104 FEDERAL TAX EXPENSE	1800	1232	0	1800	0	0	1800	0	0	0	9161	0	15793
19105 FRANCHISE TAX BOARD	1725	0	0	0	0	0	1322	0	0	0	4648	0	7695
19106 TAXES & LICENSES	0	0	0	0	0	0	0	0	30	0	0	0	30
19108 GENERAL COUNSEL SERVICE	0	698	316	2763	514	0	313	2489	990	0	1006	9654	18742
19111 MANAGEMENT REIMBURSABLE	5201	1090	1060	963	1304	1015	1040	5245	1484	1082	1137	6864	27484
19112 POSTAGE, ON-SITE	113	31	0	96	0	73	0	0	213	0	0	0	527
19116 ADMINISTRATIVE MISC	0	0	0	0	0	0	0	3500	0	0	0	0	3500
19117 DUES & PUBLICATIONS	0	0	0	0	440	0	590	0	0	0	0	0	1030
19119 BANK FEES	35	35	35	35	35	35	35	35	35	35	35	35	420
19124 ON-SITE STAFF	19020	12662	12769	12553	12630	12688	18859	15237	12800	13084	12865	12242	167410
19126 DELINQUENCY MONITORING	-171	235	9	27	-120	79	116	93	367	-1032	206	414	223
19132 OPERATING CONTINGENCY	0	0	0	380	0	0	0	0	0	0	0	0	380
19143 LEGAL-COLLECTIONS	0	0	0	0	0	0	0	0	0	0	0	1034	1034
19172 ACCOUNTING REIMBURSABLES	78	27	53	47	81	46	89	31	352	372	37	181	1394
19174 AMS COLLECTION EXPENSE	-920	175	230	665	-390	-141	420	365	390	-325	626	-1796	-701
19178 PROPERTY TAX	0	282	0	0	949	0	0	0	0	0	0	0	1231
19247 PAYROLL TAXES & BENEFITS	7463	5019	4521	4987	5008	5029	7440	5565	5857	5646	5277	4990	66803

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19281 WEBSITE MONTHLY FEE	1200	0	107	0	0	0	0	0	0	0	0	150	1457
19295 ON-SITE OFFICE SUPPLIES	59	131	123	76	152	213	192	98	44	551	54	546	2238
19382 COPIER LEASE	656	734	328	328	902	336	0	328	655	387	902	340	5894
19505 CC&R REVISION	0	0	0	0	0	0	0	0	0	0	0	96	96
<b>TOTAL MANAGEMENT/ON-SITE ADM</b>	<b>43151</b>	<b>29125</b>	<b>26547</b>	<b>28410</b>	<b>28218</b>	<b>26509</b>	<b>39702</b>	<b>40145</b>	<b>31341</b>	<b>29009</b>	<b>44504</b>	<b>43087</b>	409750
<b>INSURANCE</b>													
19107 INSURANCE	7982	7982	7982	15779	7797	0	7797	7797	7797	7797	7797	8313	94819
DC1930 FLOOD INSURANCE	0	0	173	0	0	298846	0	0	0	0	0	0	299019
<b>TOTAL INSURANCE</b>	<b>7982</b>	<b>7982</b>	<b>8155</b>	<b>15779</b>	<b>7797</b>	<b>298846</b>	<b>7797</b>	<b>7797</b>	<b>7797</b>	<b>7797</b>	<b>7797</b>	<b>8313</b>	393838
<b>TOTAL OPERATING EXPENSES</b>	<b>98583</b>	<b>76824</b>	<b>73716</b>	<b>87938</b>	<b>77823</b>	<b>375983</b>	<b>115119</b>	<b>78091</b>	<b>80795</b>	<b>123964</b>	<b>63650</b>	<b>127289</b>	1379773
<i>NET INCOME/(LOSS)</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>	<i>27417</i>	<i>-1883</i>	3525



# HOME IMPROVEMENT APPLICATION

Date: June 1, 2017  
 Name: Kathleen & Lo Sadao  
 Address: 1318 Commons Drive

Phone: 916-990-7014  
 Email: ksadao@comcast.net  
 House Model: 3000

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)

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

- Gas Line and Meter
- Shade Structure – Trellis, Awnings, Sails, Etc.
- Trellis – Floral Support / Garden Feature
- Patio Hardscape / Planter Boxes
- Patio Pool / Spa and Equipment
- Attic Fans
- Vents – Installations and/or Relocations
- Security Camera and/or Lighting
- Hand Rail
- Fence Relocation
- Outbuilding / Shed

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

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

**Please read and sign below:**

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

Kolch  
 Signature

5/31/17  
 Date

**The Architectural Review Committee recommends:**

Approval       Approval with Conditions       Disapproval

Chair: [Signature]      Date: 6/13/17

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





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

# HOME IMPROVEMENT APPLICATION

Date: 6.1.17 Phone: 916 802 6361  
 Name: Pamela Livingston Email: PJLRGL@GMail.com  
 Address: 215 Elmhurst Circle 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:
Front door per criteria	Air Conditioner / Heat Pump Replacement
Screen door from approved styles	<input type="checkbox"/> Check if emergency approval is needed
Garage exterior man door per criteria	Window or Patio Slider Replacement
Garage vehicle door per criteria	Window – new construction
Cable/Satellite Dish installations	Window – Security Features/Bars
Mail Box from approved styles	Window – Sun Screens
Mail Slot, if replacing or approved by Postmaster	Skylights or Solar Tubes
Chimney Cap	Solar Roof Panels (Thermal or Electric)
If you have an improvement not listed, describe it here:	Gas Line and Meter
	Shade Structure – Trellis, Awnings, Sails, Etc.
	<input checked="" type="checkbox"/> Trellis – Floral Support / Garden Feature
	Patio Hardscape / Planter Boxes
	Patio Pool / Spa and Equipment
	Attic Fans
	Vents – Installations and/or Relocations
	Security Camera and/or Lighting
	Hand Rail
	Fence Relocation
	Outbuilding / Shed

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

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

**Please read and sign below:**

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

Pamela Livingston 6/1/17  
 Signature Date

**The Architectural Review Committee recommends:**

Approval  Approval with Conditions  Disapproval

Chair: [Signature] Date: 6/13/17

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



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# HOME IMPROVEMENT APPLICATION

Date: May 26, 2017  
 Name: JOAN HARADON  
 Address: 2257 SWATHMORE DR

Phone: 916 993-5344  
 Email: joanh3860@gmail.com  
 House Model: 2000

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

Please read and sign below:

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

[Signature] \_\_\_\_\_ 5-26-2017 \_\_\_\_\_  
 Signature Date

The Architectural Review Committee recommends:

Approval      \_\_\_ Approval with Conditions      \_\_\_ Disapproval

Chair: [Signature] \_\_\_\_\_ Date: 6/13/17 \_\_\_\_\_

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



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# HOME IMPROVEMENT APPLICATION

Date: 5-26-2017 Phone: 916 710 66 99  
 Name: REGINA H LOPEZ Email: VICTOR2957@SBC GLOBAL.NET  
 Address: 13 COLBY CT, SAC 95825 House Model: 2 x 1 1080 SQ FT

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)
<p>If you have an improvement not listed, describe it here:  <u>REMOVE AND REPLACE EXISTING CONCRETE PATIO.</u>  <u>ADD DRAINAGE PER LTA (NEPENTHE LAWS)</u>  <u>ALSO WILL NOTIFY ALL NEIGHBORS OF EMINENT CONSTRUCTION.</u></p>	Gas Line and Meter
	Shade Structure – Trellis, Awnings, Sails, Etc.
	Trellis – Floral Support / Garden Feature
	Patio Hardscape / Planter Boxes
	Patio Pool / Spa and Equipment
	Attic Fans
	Vents – Installations and/or Relocations
	Security Camera and/or Lighting
	Hand Rail
	Fence Relocation
	Outbuilding / Shed

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

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

**Please read and sign below:**

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

Regina Lopez 5-26-17  
 Signature Date

**The Architectural Review Committee recommends:**

Approval  Approval with Conditions  Disapproval

Chair: [Signature] Date: 6/20/17

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

*\*- NO raised planter bed - planters are as shown be level with patio.*



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# HOME IMPROVEMENT APPLICATION

Date: 6/11/17  
 Name: William + Diana Vizzard  
 Address: 324 Elmhurst Circle

Phone: 916-923-9308  
 Email: vizzardw@gmail.com  
 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:

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

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

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

**Please read and sign below:**

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

William Vizzard \_\_\_\_\_ 6/11/17  
 Signature Date

**The Architectural Review Committee recommends:**

Approval     Approval with Conditions     Disapproval

Chair: [Signature] \_\_\_\_\_ Date: \_\_\_\_\_

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

*\* Installation method will be speeded out on approval letter*



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# HOME IMPROVEMENT APPLICATION

Date: 05/05/2017	Phone: 559-696-1827
Name: Sharon Koto-Bender	Email: demmarrt@gmail.com
Address: 504 Elmhurst Circle	House Model: 5500

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

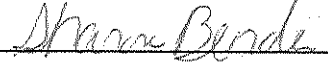
These items can be approved in management office:	These items require ARC & Board approval:
Front door per criteria	Air Conditioner / Heat Pump Replacement
Screen door from approved styles	___ Check if emergency approval is needed
Garage exterior man door per criteria	Window or Patio Slider Replacement
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:  Extension of fence westerly approximately 5ft.	Gas Line and Meter
	Shade Structure – Trellis, Awnings, Sails, Etc.
	Trellis – Floral Support / Garden Feature
	Patio Hardscape / Planter Boxes
	Patio Pool / Spa and Equipment
	Attic Fans
	Vents – Installations and/or Relocations
	Security Camera and/or Lighting
	Hand Rail
	Fence Relocation
Outbuilding / Shed	

Attach the following items to your application:

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

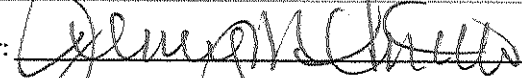
Please read and sign below:

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

 \_\_\_\_\_  
 Signature Date: May 5 2017

The Architectural Review Committee recommends:

<input checked="checked" type="checkbox"/> Approval	<input type="checkbox"/> Approval with Conditions	<input type="checkbox"/> Disapproval
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Chair:  \_\_\_\_\_ Date: 6/13/17

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



# HOME IMPROVEMENT APPLICATION

Date: MAY 15, 2017  
Name: MICHAEL HERDER  
Address: 811 DONBARTON CIRCLE

Phone: 916-333-4203  
Email: MIKEHERDER2936@COMCAST.NET  
House Model: 2200

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

Please read and sign below:

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

Michael Herder \_\_\_\_\_ 5/15/17 \_\_\_\_\_  
Signature Date

The Architectural Review Committee recommends:

Approval  Approval with Conditions  Disapproval

Chair: Gary M. [Signature] Date: 6/13/17

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

\* retrofit installation in COCO color



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# HOME IMPROVEMENT APPLICATION

Date: 5/8/17  
Name: Pat DeBoo  
Address: 7 Colby Ct Sae CA 95825

Phone: 916 333-1480  
Email: patdeboo@hotmail.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 double pane
- Window new construction double pane
- 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:**

*Note: Scheduled repairs in July must be completed before this work can begin.*

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

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

**Please read and sign below:**

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

*Pat DeBoo*                      *5/8/17*  
Signature                                      Date

**The Architectural Review Committee recommends:**

Approval                       Approval with Conditions                       Disapproval  
Chair: *[Signature]*                      Date: *6/13/17*

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

*\* retrofit installation in coco color*



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# HOME IMPROVEMENT APPLICATION

Date: \_\_\_\_\_  
 Name: ARNOLD DEEN KESTNER  
 Address: 10 11 DUNBARTON CIR

Phone: 916 927-8884  
 Email: ARNDEEN@YAHOO.COM  
 House Model: 4400

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  4
- 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](http://www.NepentheHOA.com)) of your model showing the location of the proposed improvement.
2. Brochure and/or Specifications for proposed items.
3. Your contractor's proposal (prices may be blacked out).

Please read and sign below:

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

Arnold Deen Kestner 5-23-2017  
 Signature Date

The Architectural Review Committee recommends:

Approval  \*  Approval with Conditions  Disapproval

Chair: Arny M. Smith Date: 6/13/17

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

\* approved w/ retrofit installation  
 & color





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# HOME IMPROVEMENT APPLICATION

831-763-3970 Hw

Date: 6-13-17 Phone: 510-479-4589 cell  
 Name: Cathy Matthews Email:  
 Address: 217 Elmhurst Cir Sac House Model: 4400

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

Please read and sign below:

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

*Catherine L. Matthews*

6-8-17

Signature

Date

The Architectural Review Committee recommends:

Approval       Approval with Conditions       Disapproval

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

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



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 916.929.8380 / [nepenthe@fsresidential.com](mailto:nepenthe@fsresidential.com)

## HOME IMPROVEMENT APPLICATION

Date: <u>6/2/2017</u>	Phone: <u>408 - 460-9523</u>
Name: <u>PAMELA SANDOVAL</u>	Email: <u>pcsando@ yahoo.com</u>
Address: <u>19 COLBY COURT</u>	House Model: <u>1625</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	<input checked="" type="checkbox"/> Air Conditioner / Heat Pump Replacement
Screen door from approved styles	<input checked="" type="checkbox"/> Check if emergency approval is needed
Garage exterior man door per criteria	Window or Patio Slider Replacement
Garage vehicle door per criteria	Window – new construction
Cable/Satellite Dish installations	Window – Security Features/Bars
Mail Box from approved styles	Window – Sun Screens
Mail Slot, if replacing or approved by Postmaster	Skylights or Solar Tubes
Chimney Cap	Solar Roof Panels (Thermal or Electric)
If you have an improvement not listed, describe it here:	Gas Line and Meter
	Shade Structure – Trellis, Awnings, Sails, Etc.
	Trellis – Floral Support / Garden Feature
	Patio Hardscape / Planter Boxes
	Patio Pool / Spa and Equipment
	Attic Fans
	Vents – Installations and/or Relocations
	Security Camera and/or Lighting
	Hand Rail
	Fence Relocation
	Outbuilding / Shed

Attach the following items to your application:

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

Please read and sign below:

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

Pamela Sandoval \_\_\_\_\_  
 Signature Date

The Architectural Review Committee recommends:

<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Approval with Conditions	<input type="checkbox"/> Disapproval
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Chair: [Signature] Date: 6/13/17

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@residential.com

# HOME IMPROVEMENT APPLICATION

Date: 6/20/17  
 Name: Molly Malone  
 Address: 2 Cobble Ct

Phone: 916 599 6948  
 Email:  
 House Model: 1100

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

Please read and sign below:

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

Molly Malone                      6/21/17  
 Signature                                      Date

The Architectural Review Committee recommends:

Approval                       Approval with Conditions                       Disapproval

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

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

McDonald Heating & Air                      916-456-4738  
 Contractor Darrell Dexter                      916-809-1210



# HOME IMPROVEMENT APPLICATION

Date: 6-27-17  
Name: Christine Wellins  
Address: 1107 Commons Dr

Phone: 916 397-8545  
Email: cwellins@gmail.com  
House Model: 1625

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

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

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

Attach the following items to your application:

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

Please read and sign below:

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

Christine Wellins Signature      6-27-17 Date

The Architectural Review Committee recommends:  Approval *ON EMERGENCY BASIS FOR ALL 7 ARC MEMBERS*  Approval with Conditions  Disapproval

Chair: John Wain for SENNA SMITH Date: 6-28-2017

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

AS EMERGENCY GO AHEAD.

# ARCHITECTURAL REVIEW COMMITTEE CHARTER

The Board of Directors hereby adopts this charter for the conduct of the Architectural Review Committee, effective \_\_\_\_\_, 2017.

## PURPOSE OF COMMITTEE:

Review and approve requests from residents for home improvement projects as outlined in the CC&Rs, Article IV.

## MEMBERSHIP

The membership should consist of as many owners, but no less than five, as is required to fulfill the purpose of the committee. Additional members may be appointed by the Board throughout the year. The Board will designate one of its members to act as a liaison to the ARC and attend committee meeting, facilitating communication among the Board, management, and the committee.

## KEY RESPONSIBILITY:

- Adopt Architectural Rules pursuant to CC&Rs, Article IV, Section 4.5. The committee may adopt, amend and repeal rules and regulations with the approval of the Board.
- Approve or reject requests within (30) days after submission of plans and specifications satisfying the requirements in the Architectural Rules.
- Review and update Architectural Review Committee Guidelines & Application as needed to meet changes in building codes, city ordinances, state/federal laws and changes in technology.
- Provide clean estoppel certificate within thirty days (30) after written demand is delivered to the Architectural Review Committee per CC&Rs, Article IV, Section 4.15.
- Communicate with homeowners to facilitate and assist them with the application process and compliance with Architectural Rules.
- Adhere to the guidelines for committees as forth in Standards & Practices for Committees adopted by the Board December 23, 2013.

From: **Sharla Freeman** sharfreem@gmail.com  
Subject: **Cabana**  
Date: **June 27, 2017 at 3:14 PM**  
To: sharfreem@gmail.com

June 27, 2017

Dear Board Members,

I am resubmitting the request to install a cabana in my patio area for the following reasons:

1. A large redwood tree was removed in the front yard that gave some shade in the patio. As a results I have only a little shade in the very early morning. (See Pictures 1-3)
2. None of my neighbors have any concern about the cabana being installed. There is no direct line of sight since their garage doors are all that face my house.
3. University Avenue does not have existing negative lines of sight into my backyard because of the trees.
4. The aluminum frame of the cabana is the same color as the house. (See the picture 4)  
The top is canvas a light brown. (See sample)
5. The cabana top has had extra wind vents added.
6. I have included a scale drawing of the patio area and the plot of the cabana, therefore you can see that there is plenty of room for the cabana to be installed a good distance from the garage and fence.
7. I have seen three cabanas in Nepenthe. Two are almost the same color and size. Two are exactly in the same place in their backyard as I wish to install mine. My seeing them before I purchased my home led me to believe that my cabana would be acceptable here in Nepenthe. (See Pictures 5-7)

REC'd 4/15/17 (2)

# 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 4/7/17  
 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 7 1/2' 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 [Signature] Date 5/9/17

- 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







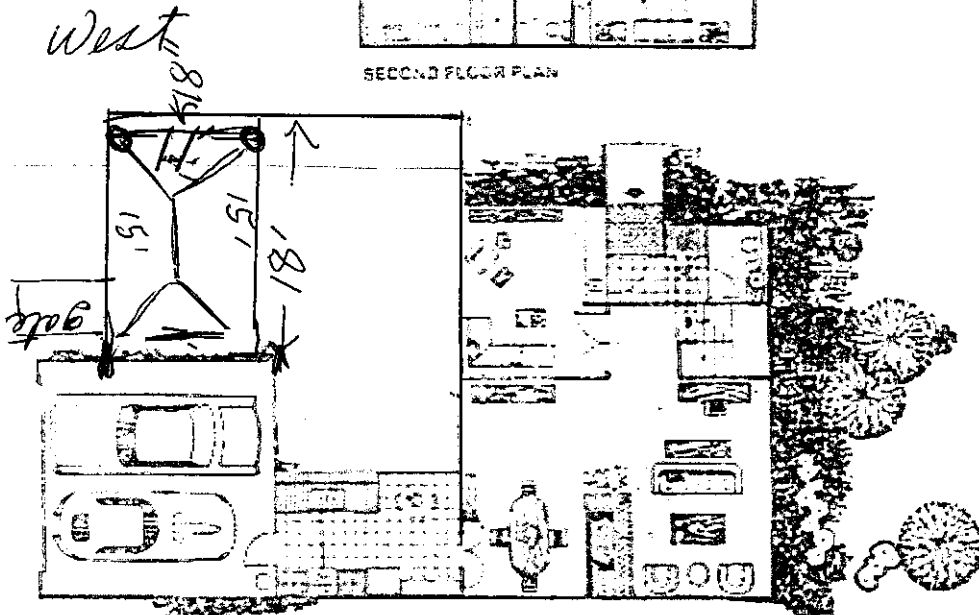
by: Sharla Freeman shartreem@qmail.com  
 on: May 2, 2017 at 10:18 AM  
 lot:

5500

Quality and spaciousness are the hallmarks of the First Floor. From a separate foyer through double doors you may enter a cozy den with wet bar or step on into the large living room. The dining room beyond with its vaulted ceiling of glass flows out onto an enclosed garden patio. Upstairs features a large master bed room suite with attached dressing room, double vanity, and private bath. There are two other large bedrooms plus a second entry 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. Plans size may vary with location.



- Color of canvas lighter (see sample)
  - Size 15' x 11' x 8 1/2"
  - Top off in winter for the wind, etc.
  - Original cost was \$6,999<sup>00</sup>
-

This tree  
taken down next  
day I bought it.



(1)

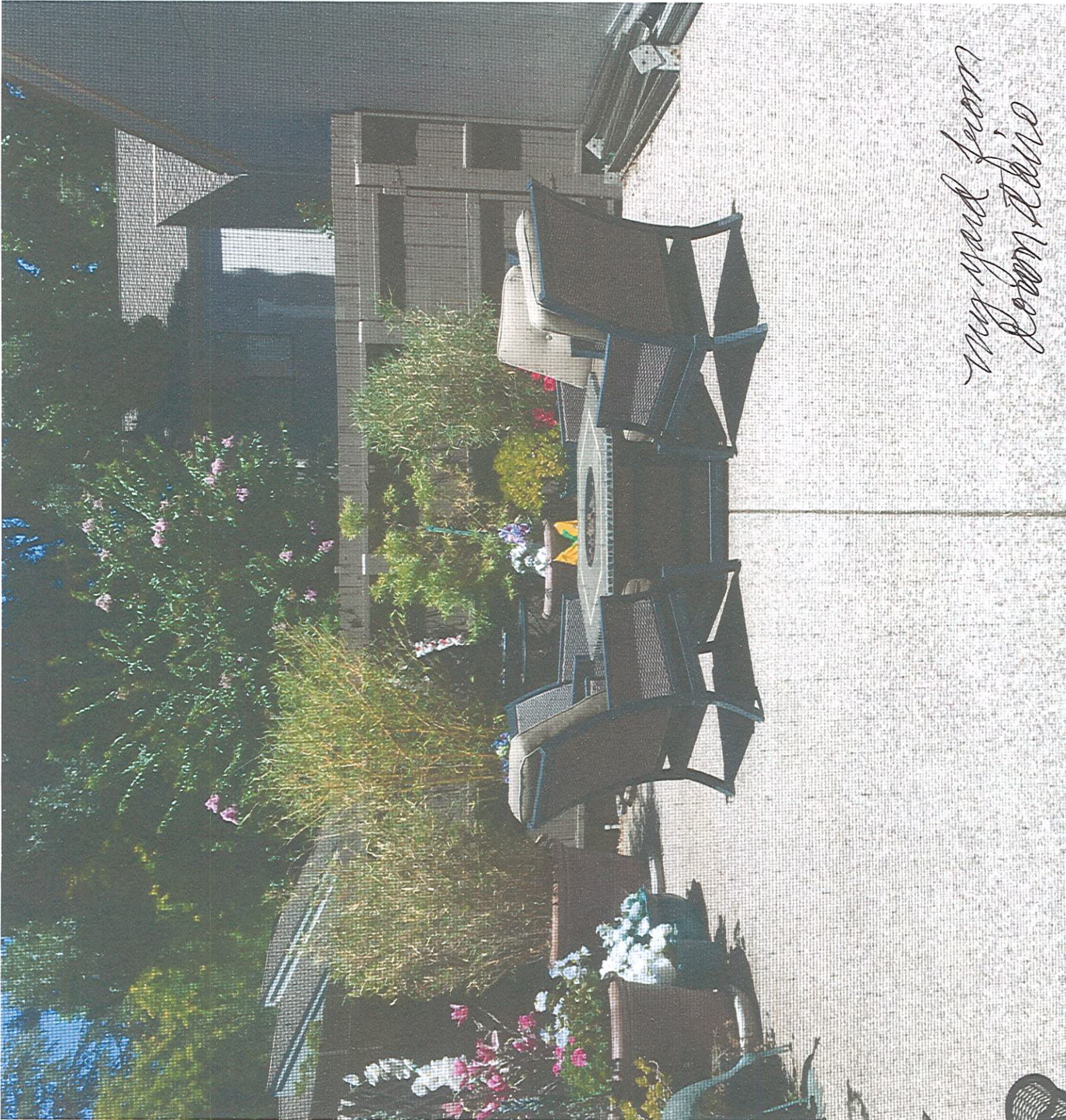




This tree removed day after I bought house.

(2)





*my yard from  
Loren Davis*



my yard  
from my  
upstairs  
windows.  
no shade  
in back-  
yard.

(7)

color of the  
frames for the  
Cubana







*Cabana*

(5)









(7)



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

# HOME IMPROVEMENT APPLICATION

Date:  
Name: Sharon Koto-Bender  
Address: 504 Elmhurst Circle

Phone: 559-696-1827  
Email: demmarrt@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:

Parcel Delivery Box

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

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

Please read and sign below:

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

Sharon Koto-Bender                      5/22/2017  
Signature    Date

The Architectural Review Committee recommends:

Approval                       Approval with Conditions                       Disapproval

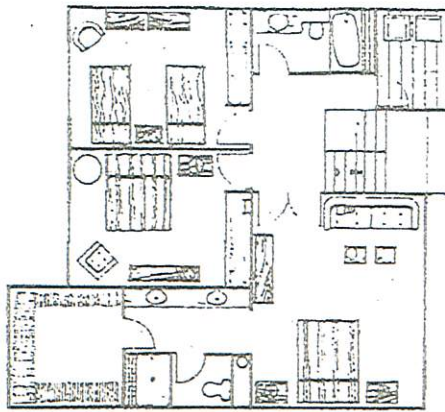
Chair: \_\_\_\_\_ Date: \_\_\_\_\_

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

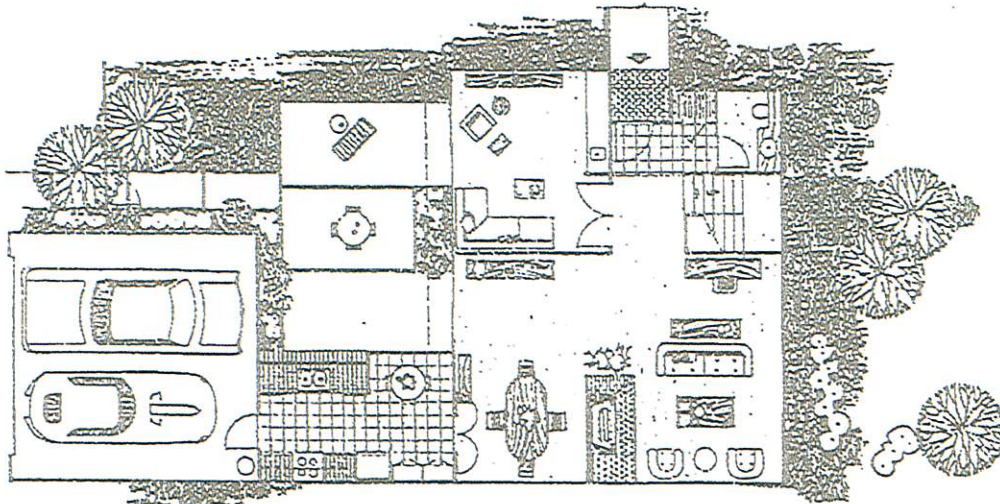


5500

Luxury and spaciousness are the keynotes of the 5500 Plan. From a separate foyer through double doors, you may enter a cozy den with wet bar or pass on into the large living room. The dining room beyond, with its lavish expanse of glass, looks out onto an enclosed garden patio. Upstairs features a large master bedroom suite with closeted dressing room, double vanity, and private bath. There are two other large bedrooms plus a convenient utility room and second bath.



SECOND FLOOR PLAN



FIRST FLOOR PLAN



*Site  
of Parcel B04*

# 5500

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

## Parcel Delivery Box

### History

After talking with many homeowners, it seems that packages are thrown over fence as a rule on delivery. Several individuals have been homeowners for 20-30 years. It seems that this is a common problem for quite some time.

From a personal concern, my wife collects antique Japanese dolls (a few at least 3-4 hundred yrs. old). All are ceramic. I have concerns that tossing over fence would damage a doll which could not be replaced. In addition, previous owners have told us that they have found packages in the pool. Water damage to these dolls and any computer items would occur. (see accompanying picture for sample of dolls).

I discussed parcel delivery with Crystal Rhine (Assistant Community Manager). She informed me that parcels could be sent to HOA clubhouse/office to be picked up there. Although a nice option, this seem fraught with problems as Nepenthe has in excess of 590 units. There is no policy/procedure on homeowner usage and notification of parcel arrival. I was told that I would have to utilize internet tracking for package delivery to Clubhouse. The chances of lost, returned and sheer number of accumulated packages could be a true nightmare. Does Nepenthe Administration truly want to take on this responsibility?

### Parcel Delivery Box Proposal

Qualarc an outdoor accessories company has a parcel chest delivery box available in 2 sizes:

1. Medium: 18"W x 20 ½"H x 12 ¾"D with maximum package dimensions of 15 ½"W x 16"H x 9 ½"D. Price \$249.00
2. Large: 22"W x 24 ¾"H x 17"D with maximum package dimensions of 19 1/2"W x 20"H x 13 ½"D. Price: \$299.00

These boxes only come in USPS grey but are paintable to black if committee desires. They require assembly. Suggested to be bolted (bolt kit included) to concrete slab (avoid theft of box). Lock is push button type which locks pushing in and opening with key (in homeowner's possession).

To operate, lift lid, place package in, close lid and push in lock. Lock is opened with homeowner's key and left unlocked for next parcel delivery. Key is not left in lock but retained in homeowner's possession. Instructions on usage are on front and top of parcel box.

I talked with Fedex/UPS and they said it would be no problem with delivery. Local postmaster (Robbie Halverson, Manager at Arden Post Office which is our sorting/delivery site) also did not see a problem with delivery as long as chest is near to mailbox and easily identified.

On the following pages, you will find pictures of parcel box, its dimensions, assembly instructions and projected site placement. I used cardboard box to simulate parcel box. Cardboard box is larger than proposed parcel box. Blackened area is to put parcel box size in better perspective. X-marked area is alternative site for parcel box.

PRO	CON
<ol style="list-style-type: none"><li>1. Safe delivery and storage</li><li>2. Stop damage from the toss over</li><li>3. USPS/Fedex/UPS acceptability</li></ol>	<ol style="list-style-type: none"><li>1. Assembly needed</li><li>2. Concrete slab needed</li><li>3. Possible need for painting</li><li>4. Visible in landscape</li></ol>

At Qualarc (located in Rancho Cordova) I presented reasons for buying to Andy Jimenez (sales manager). He said that bulk pricing might be available along with color of choice depending on level of interest from other homeowners.









[HOME](#) | [PRODUCTS](#) | [WHAT'S NEW](#) | [DEALER FORMS](#) | [CONTACT](#) | [TERMS](#)

**PRODUCT PORTFOLIO - ParcelChest Secure Delivery Boxes**

Please click on the images below to see how our products will look in your community.

**ParcelChest Secure Delivery Boxes**

Never miss another parcel delivery! Our secure home parcel boxes are designed to accept wide packages and keep them safe until you get home. Using the box is very simple, just save the door closed, but unlocked, and any delivery person can place a package into it and lock it.

- Built from thick, heavy gauge galvanized steel
- Weatherproof, sealed against the weather
- Lift-up lid for easy access
- Lock it with easy pushbutton lock
- Mounting bolt kit included
- Wall or ground mount (large is ground mount only)
- Simple delivery instructions printed on parcel box
- Optional security cable (PCSDB-cable)
- Optional combination lock
- Color: Textured gray



Large: 22" W x 24-3/4" H x 17" D (PCSDB-LG)  
Maximum package dimensions: 19-1/2" W x 20" H x 13-1/2" D

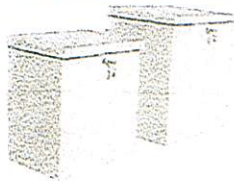
Medium: 18" W x 20-1/2" H x 12-3/4" D (PCSDB-MD)  
Maximum package dimensions: 15-1/2" W x 16" H x 9-1/2" D



ParcelChest  
Order Form  
PDF, 235 KB



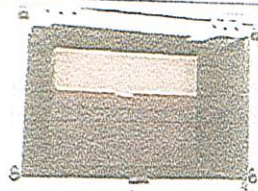
ParcelChest Assembly  
Instructions  
PDF, 201 KB



ParcelChest  
Medium and Large



ParcelChest  
Medium and Large



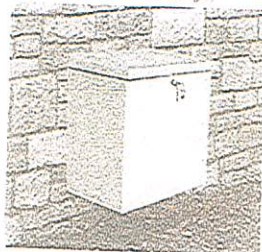
Accepts large packages



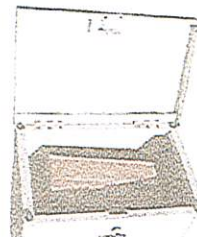
Security cable  
(PCSDB-cable)



ParcelChest Medium



ParcelChest Medium  
can be wall mounted



ParcelChest Medium



Optional combination  
lock



























ARC's Evaluating arguments for and against the application for a parcel chest

As summarized in the ARC Minutes:

### **B.3.13**

**504 Elmhurst Circle** – Sharon Koto-Bender – – In this 5500 Model, the installation of a parcel delivery chest or box at the edge of the alley and near the right edge of the driveway. First, no criteria exist for this type of improvement, nor to the A.R.C.'s knowledge, has any been installed in Nepenthe. The A.R.C. has not been granted authority to approve such an improvement. At its largest, the parcel chest, made by Qualarc, in large size measures 22" x 24 ¾ "x 17". Some committee members find it unsightly, especially in the prominent proposed location. A compromise motion was made to approve installation if the chest were to be placed away from the alley edge, near the fence and gate, be painted "Cocoa Brown" to match the fence and be screened somewhat by landscaping shrubbery. The committee's vote was 3 for and 3 against. **Approval motion failed to carry.**

The Koto-Benders explained that they receive shipments of items of cultural and artistic value as well as monetary value quite often, perhaps two per week or more. Naturally they do not want their packages tampered with nor stolen.

#### Applicants' original request

Several members found the installation as submitted unsightly and obtrusive. No doubt, they were thinking of the CC&R's charge to the ARC to preserve "harmony with the external design of other structures and/or landscaping." The location, at or near the edge of the alley, could interfere with regular landscaping or other maintenance. It was observed that the proposed area is the location (between the garage wall and the alley edge) in which the City plans to install water meters when that project comes to Nepenthe.

A "slippery slope" argument was invoked: there is, to the ARC's knowledge, no such parcel box installed in Nepenthe, and if one is permitted, there could be more such parcel boxes, or larger and special mailbox requests.

Alternatives to this method of receiving packages were suggested. Gen. Manager Ledesma offered that the Association office would be happy to receive and hold the incoming shipments. Another alternative suggested was to use a mail-receiving business such as Mailboxes Etc. or the UPS Store.

#### A Compromise Solution

A motion was made for an altered location: the compromise solution, of placing the parcel chest away from the alley edge near the fence in the planted common area, with a bush partially screening the chest, would help mitigate the visual obtrusiveness that some members object to.

Visibility would certainly be reduced. The applicants would obtain the security for their incoming shipments that they desire.

The vote was 3 out of 6 members present for the motion for this compromise solution and 3 out of 6 against. Presumably these ARC members voting “no” are ultimately opposed to any such parcel chest installation in the association.

Drafted by secretary Alan Watters, June 29, 2017

## **Nepenthe Architectural Review Committee**

### **Guidelines & Application**

#### ***PROPOSED***

#### **29. Antennas & Satellite Dishes**

Depending upon the location and visibility, satellite dishes and antennas can impact the look and character of our neighborhood, ultimately impacting desirability and home values. One of the primary charges of the Architectural Review Committee (ARC) is to provide guidance to homeowners and to take appropriate steps to preserve and maximize our neighborhood and home values. The Board has approved this Guideline in order to implement the specific terms of Section 3.11 located in our CC&Rs.

#### **Approval:**

Prior to installation of a satellite dish or antenna, residents (owner of property) are required to submit an application to the Management Office for review and approval. Residents are encouraged to consult with and work with the Nepenthe Management Office in order to determine the best location. In the event the installation requested does not meet the current guidelines under the CC&Rs, the application may be referred to the ARC for further review.

#### **Type and Size:**

Only satellite dishes and antennas that are permitted under the Telecommunications act of 1986 and regulations promulgated by the Federal Communications Commission as a result of this Act may be installed.

Acceptable satellite dishes and antennas include: (i) an antenna designed to receive direct broadcast satellite service, including direct-to-home satellite service, that is one meter (i.e. 3.28 ft.) or less in diameter, (ii) an antenna designed to receive video programming service, including multichannel multipoint distribution service, instructional television fixed service, including multichannel multipoint distribution service, and which is one (1) meter (i.e. 3.28 ft.) or less in diameter or diagonal measurement, (iii) an antenna designed to receive television broadcast signals, and (iv) a mast supporting an antenna described in items (i), (ii), (iii) above.

#### **Location:**

The location of a satellite dish or antenna should be unobtrusive and not overhang a neighbor's property or the Association Common Areas. This requirement, however, is not intended to unreasonably delay installation, unreasonably increase the cost of installation, maintenance or use, or prevent the reception of an acceptable quality signal. We are all neighbors here and must recognize that the actions we take regarding our own property may impact a neighbor and the enjoyment of their property. Homeowners are encouraged to speak to one another and Association Management about the appropriate location before installing a satellite dish or antenna.



**Installation:**

*The Association requests that residents consult with the installer(s) to determine the best location on the owner's property that will conform to these guidelines per the application submitted.*

*The Association is aware that many installers (because of lack of time, lack of proper equipment, or employment guidelines) will place antennas or satellite dishes in the most convenient location for the installation company and not take the time to consider what is best for the owner or the Association.*

*If owners have questions about the proper location of their satellite dishes, the Management Office should be contacted for guidance before the dish is installed.*

Any permitted satellite dish or antenna must be installed within the boundaries of the Owner's property and may not be installed on or extend into Common Area or adjacent property.

It is recommended that antennas or dishes be securely installed on the rear sides of residences or garages to minimize visual impact and mitigate overhanging Common Areas neighboring property. Dishes are not to be attached to roofs or chimneys.

All wiring and materials associated with the dish or antenna should be concealed and as unobtrusive as possible. All wiring and materials associated with the satellite dish or antenna shall be painted to match the buildings along which they run. Dishes, masts, and antennas need not be painted over.

All installations must be in accordance with all applicable building, fire, electrical and related codes. All installations shall be in accordance with the manufacturer's installation specifications.

A satellite dish or antenna may be attached to free-standing yard post so long as the height of both post and dish/antenna is below the fence line.

**Maintenance and Removal:**

Homeowners are wholly responsible for any maintenance associated with the antenna or satellite dish and are responsible for its removal.

Upon removal, homeowners are responsible for restoring the location where the satellite dish or antenna was installed, appropriately filling and repainting any penetrations of siding or fascia boards, and for removing all wiring and materials associated with the dish or antenna.

ARC Issue: Revise Out-of-Date Criteria for Garage Mail Slots

- ▶ As revised: 1) identifies a product no longer available in black and same style; 2) clarifies new slot construction guidelines; and 3) allows for USPS-approved medical exception for installation of new garage mail slot where one currently does not exist.

ARC recommended Board approval of the following architectural criterion on May 9:

**18. Garage Mail Slots Replacement**

The US Postal Service (USPS) will not deliver mail into any mail drops where the rural type boxes are now ~~being used~~ required. USPS may allow for an exception to this roadside mailbox delivery based on physician determination of medical necessity. New mail slot installation requires prior HOA approval. Submit an HOA Home Improvement Request with the attached “approved” USPS application. It may be installed on either side of the garage door and the outside bottom of the ~~drop slot~~ must measure 39” from the bottom edge of the siding of that panel and centered between the vertical frames.

Exterior mail ~~drop~~ slot plates must be metal with a black, dark bronze or dark walnut matte-like finish. The design must conform to those originally installed manufactured by MACKANBURG DUNCAN (called M-D drops) and ~~may~~ shall be near 3” tall by 10-~~or~~13” wide. If studs must be cut to install or widen the mail ~~drop~~ slot, the opening should be reframed to maintain structural integrity. No wood trim is to be altered or removed in order to accommodate the mail drop. Replacement of an existing exterior mail slot plate does not require HOA approval if an HOA-approved product is used (see HOA office). All others require prior HOA approval:

Current HOA approved products:



Baldwin Model # 0012 Letter Box 3” X 10” Plate  
Oil-Rubbed Bronze (#120)  
Spring-aided lid keeps out weather and debris  
Backed by a lifetime mechanical warranty  
Home Depot On-Line Order: \$42.53 (May 2017)



Deltana Bronze Mail Slot 13” w/ Interior Frame  
Oil-Rubbed Bronze – Model MS211U10B  
or Black – Model MS211U19  
Amazon: \$49.42; kbAuthority 42.31 (May 2017)



Schlage 2” x 11” opening, overall plate 3.5” x 13”  
Aged Bronze (brass highlights) Model SC620B-716  
Order On Line: Amazon, True Value, Home Depot,  
ACE, Lowes, Schlage. \$33-53 (May 2017)

### 18. Garage Mail Slots

The US Postal Service (USPS) will not deliver mail into any mail drops where the rural type boxes are now required. USPS may allow for an exception to this roadside mailbox delivery based on physician determination of medical necessity. New mail slot installation requires prior HOA approval. Submit an HOA Home Improvement Request with the attached "approved" USPS application. It may be installed on either side of the garage door and the outside bottom of the slot must measure 39" from the bottom edge of the siding of that panel and centered between the vertical frames.

Exterior mail slot plates must be metal with a black, dark bronze or dark walnut matte-like finish. The design must conform to those originally installed and shall be near 3" tall by 10-13" wide. If studs must be cut to install or widen the mail slot, the opening should be reframed to maintain structural integrity. No wood trim is to be altered or removed in order to accommodate the mail drop. Replacement of an existing exterior mail slot plate does not require HOA approval if an HOA-approved product is used (see HOA office). All others require prior HOA approval:



Baldwin Model # 0012 Letter Box 3" X 10" Plate  
Oil-Rubbed Bronze (#120)  
Spring-aided lid keeps out weather and debris  
Backed by a lifetime mechanical warranty  
Home Depot On-Line Order: \$42.53 (May 2017)



Deltana Bronze Mail Slot 13" w/ Interior Frame  
Oil-Rubbed Bronze – Model MS211U10B  
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Schlage 2" x 11" opening, overall plate 3.5" x 13"  
Aged Bronze (brass highlights) Model SC620B-716  
Order On Line: Amazon, True Value, Home Depot,  
ACE, Lowes, Schlage. \$33-53 (May 2017)

## **28. Wiring and Pipe Installations – Exterior**

For heating & cooling systems (HVAC), refer to Section 1. Air Conditioner & Heat Pump

For solar energy roof panels, refer to Section 24. Solar Energy Roof Panels

For gas line installation or extension, refer to Section 14. Gas Line & Meter

For satellite dish installation, refer to Section 29. Antennas & Satellite Dishes

For cable TV installation, refer to Section #TBA

For video security systems, refer to Section 21. Security Cameras

For security systems without video, refer to Section 3. Burglar Alarms

If your proposed improvement was not included above, the criteria below apply.

### Utility or power installation

No new pipes for plumbing are allowed to be installed on top of the siding on the exterior walls. New wiring within conduit is allowed to be installed on top of the siding on the exterior walls. It should be placed so as to be as unobtrusive as possible but also so as to allow removal of the siding. Where possible, conduit shall be placed next to trim boards into the grooves of the siding. For a horizontal run, for instance, often placing the conduit on top of the plat line divide between the first and second floors is unobtrusive. Where concealment is not possible, all conduit, wiring and equipment must be located so as to have minimal visibility.

The affected installations might include additional electrical circuits, or wiring or conduit for backyard exterior lamps, backyard decorative features or garden installations like lighting or irrigation systems.

### Communications wiring

Wiring for electricity, telephone, electronic communication wires, fiber optics, etc. is allowed to be installed on the exterior. Where possible, wires shall be placed next to trim boards or inserted into the grooves of the siding. Where concealment is not possible, all wiring and equipment must be located so as to have minimal visibility.

Wiring cannot be run or stretched on top of the shingles of the roof. All such installations shall be securely attached to the building without sags in the wires or loosely hanging or extra lengths and are to be maintained for its duration. It is the homeowner's responsibility to see that these installations are painted the exact color of the exterior of the house.

Should the installation and its wiring or conduit be removed, homeowners are responsible for restoring the exterior location where the improvement was installed, appropriately filling and repainting any penetrations of siding or fascia boards, and for removing all wiring and materials associated with equipment.



# NEPENTHE ASSOCIATION

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

## DRAFT PARKING ENFORCEMENT RULES

### (1) Purpose

These rules seek to further clarify Sections 3.3 (a-d) of the CC&Rs. The purpose of these rules is to control parking in Nepenthe which can have a direct and detrimental effect on the character of the neighborhood. As such, the Nepenthe Board of Directors finds that, in order to accommodate the parking needs of residents while protecting the interests of the homeowners, specifically, parking availability for guests and enhanced property values, rules are desirable and necessary for parking in the community.

### (2) Authority

Nepenthe's CC&Rs' Section 6.6(a)(ii)(E) provides the Board with the authority to adopt rules consistent with the CC&Rs relating to the conduct of owners and their families, tenants, guests and invitees within the Development.

### (3) Goals

Goals in adopting these rules include the following:

- a. Preserving neighborhood character, public health, safety and welfare and property values.
- b. Allowing all residents a reasonable use of and opportunity to enjoy their property.
- c. Minimizing the nuisances and the adverse effects of on-street vehicle parking.
- d. Provide clarity around parking enforcement for all parties concerned.

### (4) Parking Standards

- a. Overnight street parking by owners and residents is prohibited.
- b. Garages are not to be used in any way that will preclude a resident from parking their authorized vehicle(s) within the garage. Garages shall not be converted to living quarters or workshops. Authorized vehicles are standard passenger vehicles and trucks that do not exceed Class 4 trucks as defined by the Department of Transportation Federal Highway Administration, and exclude the vehicles that are prohibited in (j) below.
- c. Residents who wish to request a variance from the street parking rules may apply to the Board of Directors in writing. Consideration will be given to vehicle size and the number of licensed drivers at the residence. Any such variance granted will apply only as long as the situation exists or until the resident moves out of the development, whichever occurs first.
- d. Overnight street parking of guests requires a permit from the Association. Permits are available at 1131 Commons Drive during business hours. After business hours, owners may call the courtesy patrol service to inform of guest vehicles.
- e. Daytime parking on Commons south of Swarthmore, University and Vanderbilt is monitored by the City of Sacramento. To park for more than two hours, a J-Permit must be obtained through the City. The J- Permit can be provided to guests that will be



# NEPENTHE ASSOCIATION

1131 Commons Drive, Sacramento, CA 95825

916.929.8380 FAX: 916.929.1773

nepenthe@fsresidential.com

visiting for longer than two hours and parking in those areas.

- f. There are no time limits for daytime parking on American River Drive, Colby Court, Adelphi Court and Swarthmore Drive.
- g. No vehicle shall be parked or left in the alleyways or on the common driveways behind the Residences, except for the active and immediate loading and unloading of the vehicle. Service contractors may not leave or park their vehicles in the common driveways or alleyways without the express written consent of the Board or its authorized property manager.
- h. All vehicles parked within the Development shall have a license plate and exterior evidence of valid California vehicle registration. No emission of unreasonable levels of exhaust fumes and/or noise shall be permitted.
- i. Parking, keeping and/or storage of dilapidated, non-operational and/or disabled vehicles is not permitted within the Development.
- j. Except in areas designated by the Association or with the express written consent of the Board or its authorized property manager, The following types of vehicles shall be prohibited:
  - Trailers of any kind
  - Vehicles larger than a medium duty pickup truck
  - Mobile homes
  - Campers
  - Boats
  - Recreational vehicles
  - ATVs or similar vehicles
  - Commercial vehicles

## **(5) Enforcement**

- a. Management will monitor parking with assistance from the contracted security patrol.
- b. Vehicles parked in violation of these rules will be ticketed. The ticket will inform the owner of the vehicle of the specific nature of the violation and will provide contact information for management.
- c. Upon the issuance of three valid tickets for the same offense, the owner of the unit to whom the vehicle is attached will be called to a hearing with the Board of Directors to discuss their non-compliance.
- d. The Board may elect to do as follows: assess a Special Individual Assessment against the unit owner to whom the vehicle is attached for the costs that the Association incurs in compelling the owner to comply; impose a minimum \$100.00 fine per ticketed violation; suspend the right to vote; suspend the use the recreational common facilities; tow from common area and private streets; request mediation; and/or proceed with litigation.
- e. Violations of the City ordinances will be reported to the parking enforcement division of the City of Sacramento.



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

## Bettsi Ledesma

---

**From:** Bettsi Ledesma  
**Sent:** Monday, May 15, 2017 4:52 PM  
**To:** 'rlbakker58@gmail.com'  
**Cc:** Crystle Rhine  
**Subject:** Your recent contact regarding tree removal

Hi Richard,  
Thank you for submitting the information below:

“ref: Tree #1857, 318 Elmhurst Circle

I may have referred to the incorrect tree number; it has a Tree Removal Notice attached to it.

I am writing in response to this homeowner request. The tree does not appear to be in poor health, poor location or having a detrimental impact on the home or yard.

A personal request from the homeowner should be overruled by the above mentioned criteria. The tree was in place and thriving well before current residents occupied the home and should have been a criteria when they purchased. We cannot allow association trees to be removed on a homeowner's whim.”

Here is our process and timeline for handling this tree removal request:

- Roger, our Facilities Coordinator, posted the notice on the tree today.
- The arborist will examine the tree on Tuesday, May 30<sup>th</sup> and make a written recommendation to the Grounds Committee.
- The Grounds Committee will meet on Thursday, June 8<sup>th</sup> at 3:00 pm in the Dunbarton Cabana. The arborist's report will be on their agenda for review.
- The committee will submit their minutes to me for inclusion in the Board packet which will be published on Friday, June 30<sup>th</sup>.
- The Board will meet on Wednesday, July 5<sup>th</sup> at 5:30 pm in the Clubhouse. The request, the arborist's report, the recommendations from the committee and management plus correspondence from homeowners on the issue will all be considered before they make a decision.

It is important to know that if the Board does approve the request, the arborist will then have to apply to the City of Sacramento for a removal permit. There are two reasons why he must do this. 1) the tree might be over 100” in circumference or 2) the tree might be located in the street easement. Either of those two conditions make it necessary to obtain a permit. I have seen four occasions in the four years I've been at Nepenthe where we have requested a permit only to be denied, so please be aware that this can happen.

Richard, I will make sure that your email is included in the Board packet for review by the Directors at their July 5<sup>th</sup> meeting. You are, of course, welcome and encouraged to attend the meeting. It will be held here in the clubhouse at 5:30 pm.

Kind regards,



**Bettsi Ledesma, CMCA**

**General Manager**

**Nepenthe Association**

1131 Commons Drive, Sacramento, CA 95825

916.929.8380

Email: [bettsi.ledesma@fsresidential.com](mailto:bettsi.ledesma@fsresidential.com)

[www.NepentheHOA.com](http://www.NepentheHOA.com)

**2016 Management Company of the Year – CAI California North Chapter**



June 2, 2017

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

June 2, 2017, I conducted a basic visual inspection of one Zelcova (*Zelcova serrata*) next to 318 Elmhurst Cir, Sacramento CA, 95825. The cause of the inspection was to address the health of the tree as it relates to tree location. My findings are as follows:

- 22" DHB will not require City permit to remove tree
- Canopy appears healthy and full, branching looks good at attachments no signs of included wood
- Trunk is free of injury no cavities present
- Root flare seems well established no girdling roots

My finding for these trees is the tree is relatively young and still developing. The tree is healthy and has no signs of disease or any visual defects present. The tree is ~ 10' from the sidewalk along University Ave. and ~ 12'-15' from building foundation, and ~2' from entry walk way. There is minor lifting of the front entry walk way. The tree has ~2' from the fence line of the back yard. I did not see back yard of property. The canopy of the tree should be maintained for weight reduction and to continue proper development. I would recommend minor root pruning less than 15% of root system and avoid cutting roots greater than 3" to correct any possible root lifting issues to entry sidewalk. It is unlikely that this tree will cause any damage to building foundation.

Sincerely,

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

---

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





Figure 1





Figure 2

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

CONTRACTOR'S LICENSE: 470283

*A DIVISION OF CARSON LANDSCAPE INDUSTRIES*

# Tree Work Proposal



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

**DATE: 06/30/2017**

**RE:** Tree Work Proposal  
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
Zelkova	318 Elmhurst	1	<b>Tree Removal – leaving stump 2-3” above grade</b>	\$1,200.00
			<b>Stump Grinding – grind stump 6-12” below grad leaving grinding residue in hole and rake to existing grade</b>	\$285.00
<b>CONTRACT PRICE</b>				<b>\$1,485.00</b>

**NOTES**

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

**TERMS AND CONDITIONS:**

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

**CONTRACTOR:**

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

**CLIENT/OWNER:**

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

By: <u>Paul Dubois by MV</u>	By: _____
Name: <u>Paul Dubois</u>	Name: _____
Title: <u>Account Manager/Arborist</u>	Title: _____
Date: <u>06/30/2017</u>	Date: _____

**Addendum 1**

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



## General Terms and Conditions



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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](mailto:dvanderpot@rocketmail.com) or 401.243.7353. I will attempt to make the meeting on June 8<sup>th</sup> 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





June 16, 2017

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

On March 29th, I conducted a basic visual inspection of one Deodar Cedar (*Cedrus deodara*) tree #1353 at 711 Elmhurst Circle on behalf of The Nepenthe Association. The cause of the inspection was to address the health and stability of the tree due to concerns from the homeowner. My findings are as follows:

- Cedar tree #1353 is located within ~4' of side of structure
- Cedar tree has had root system removed due to patio
- Cedar tree had noticeable root wounds within ~3' of trunk from root removal

My finding for the Cedar tree #1353 is this tree is within ~4' of the side of the structure, a portion of the trees root system may extend under the structure although there are no visible signs of damage caused by root lifting. The tree has had a large portion of root system removed and disturbed due to pouring of new patio slab, this may cause stress to the tree and weaken the tree leaving it more susceptible to pest and disease. The tree may also have some stability issues due to root loss and can be prone to shift during the winter when ground saturation levels are high. I would recommend that no additional root pruning or removal be done to this tree as it may cause the tree to decline further and leave the tree with anchoring issues. This tree could be considered for removal due to the possibility of instability with the impact to the root system.

Sincerely,

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

---

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

CONTRACTOR'S LICENSE: 470283

A DIVISION OF CARSON LANDSCAPE INDUSTRIES





Tree 1353

**Figure 1**





Tree ~4' from side of structure

Figure 2





Visible surface roots along structure

**Figure 3**





**Figure 4**





**Figure 5**

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

CONTRACTOR'S LICENSE: 470283

*A DIVISION OF CARSON LANDSCAPE INDUSTRIES*



# Tree Work Proposal



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

**DATE:** 06/16/2017  
**RE:** Tree Work Proposal  
 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
Cedar	711 Elmhurst	1	<b>Tree Removal – leaving stump 2-3” above grade</b>	\$2,720.00
			<b>Municipal Removal Permit (Required)</b>	\$125.00
			<b>Stump Grinding – grind stump 6-12” below grad leaving grinding residue in hole and rake to existing grade</b>	\$285.00
			<b>Wood Disposal</b>	\$245.00
<b>CONTRACT PRICE</b>				<b>\$3,375.00</b>

**NOTES**

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

**TERMS AND CONDITIONS:**

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

**CONTRACTOR:**

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

**CLIENT/OWNER:**

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

By: Paul Dubois by MV By: \_\_\_\_\_  
 Name: Paul Dubois Name: \_\_\_\_\_  
 Title: Account Manager/Arborist Title: \_\_\_\_\_  
 Date: 06/16/2017 Date: \_\_\_\_\_

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



## Addendum 1

### General Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

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



May 22, 2017

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

On May 16th, I conducted a basic visual inspection of one Deodar Cedar (*Cedrus deodara*) tree # 627 and one Tulip tree (*Liriodendron tulipifera*) tree #626 at 1136 Vanderbilt Way on behalf of The Nepenthe Association. The cause of the inspection was to address the health and stability of the tree due to concerns from the homeowner. My findings are as follows:

- Cedar tree #627 has noticeable lean, does not have evidence of self-correcting
- Cedar tree has sparse canopy possibly stress related
- Cedar tree had noticeable root pruning wound
- Tulip tree #626 has large surface root system
- Tulip tree has no noticeable defects or decay present

My finding for the Cedar tree #627 is this tree most likely has had a significant lean for some time. However the tree does not have evidence of self-correction in the upper 1/3 of the canopy. The tree has a thin canopy and may have some stress related to a large root that appears to have been cut. The tree may have some stability issues due to root loss as well and could have shifted during the winter storms when ground saturation levels were high. This tree could be considered for removal due to the possibility of instability with the root system.

My finding for the Tulip tree #626 is the tree appears healthy and has no visible defects. The root system is extensive and visible on the surface. There are several adventurous roots that are growing toward the building. Due to the health of the tree I recommend this tree to be retained and the roots growing into the building pruned to prevent the possibility of damage to the property.

Sincerely,

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

---

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





The tree has a lean but does not have evidence of self-correcting

**Figure 1**





**Figure 2**





Tulip Tree healthy no present defects visually noticeable

**Figure 3**





Tulip Tree surface roots

**Figure 4**





**Figure 5**

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

CONTRACTOR'S LICENSE: 470283

A DIVISION OF CARSON LANDSCAPE INDUSTRIES



# Tree Work Proposal



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

**DATE:** 5/25/2017

**RE:** Tree Work Proposal  
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
Cedar	#627 @ 1136 Vanderbilt Way	1	<b>Tree Removal – Grind stump 6-8” below grade</b>	\$2,565.00
			<b>Municipal Removal Permit</b>	\$250.00
Tulip Tree	#626 @ 1136 Vanderbilt Way	1	<b>Root Pruning</b> – excavate around root to cut clean to promote healing and grind cut portion of root	\$410.00
<b>CONTRACT PRICE</b>				<b>\$3,225.00</b>

**NOTES**

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

**TERMS AND CONDITIONS:**

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

**CONTRACTOR:**

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

**CLIENT/OWNER:**

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

By: Paul Dubois By: \_\_\_\_\_  
Name: Paul Dubois Name: \_\_\_\_\_  
Title: Account Manager/Arborist Title: \_\_\_\_\_  
Date: 05/25/2017 Date: \_\_\_\_\_

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





## Addendum 1

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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: \_\_\_\_\_



June 2, 2017

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

On May 30, 2017, I inspected several trees on the Nepenthe property during the monthly tree walk. The focus of the walk was to address resident/management concerns regarding mature trees on the property. The purpose of this report is to develop mitigation plans for the following trees and my recommendations are below. My recommendations are based on a Basic Visual Inspection. All decisions made based on the recommendations of this report are at the discretion of the Nepenthe Association.

- (Zone 2) No Tag Maple (*Acer buergerianum*) next to 1304 Commons Dr. Structure pruning needed to encourage proper development (Figure 1&2).
- (Zone 2) Tree # No Tag Oracle Oak (*Quercus morehus*) in greenbelt next to 2281 Swarthmore Dr. New plantings should have mulch around base to hold down moisture and for protection of root flair and base from lawnmower damage (Figure 3).
- (Zone 2) Tree #396 Redwood (*Sequoia sempervirens*), in front of 2285 Swarthmore. Tree has codominant tops (Figure 4). This is a typical failure point of this species. Due to the exposure of high winds in this area, I recommend the smaller top be reduced to prevent failure.
- (Zone 2) Tree's #393-#401 Redwood (*Sequoia sempervirens*), 9 trees in front of 2261-2285 Swarthmore along sidewalk. Trees would benefit from deep root water root injection to rejuvenate and encourage root system development (Figure 5)
- (Zone 2) No Tag Willow Oak (*Quercus phellos*), next to 2257 Swarthmore. . Structure pruning needed to encourage proper development. Taller tree stakes needed for proper support (Figure 6).
- (Zone 2) No Tag Red Bud (*Cercis canadensis*), next to 2245 Swarthmore. Structure pruning to encourage proper development (Figure 7)
- (Zone 2) Tree's #406-#408 & #413-#416 Redwood (*Sequoia sempervirens*), 7 trees in greenbelt near 2281 -2271 Swarthmore Dr. Trees would benefit from deep root water root injection to rejuvenate and encourage root system development
- (Zone 2) Tree's #438 & #454-#457 Redwood (*Sequoia sempervirens*), 5 trees at the end of Swarthmore Dr. In Greenbelt area. Trees would benefit from deep root water root injection to rejuvenate and encourage root system development

- (Zone 2) Tree # 451 Birch (*Betula pendula*) 2243 Swarthmore. Monitor tree health over the next year.(Figure 9)
- (Zone 2) Tree #464 Sweetgum (*Liquidambar styraciflua*), 2232 Swarthmore. Tree has full and over weighted canopy as well as some dead wood (Figure 9). I recommend full prune of tree Canopy.
- (Zone 2) Tree's #443-#447 Redwood (*Sequoia sempervirens*), 5 trees on island Swarthmore Dr. Trees would benefit from deep root water root injection to rejuvenate and encourage root system development. One tree appears to be damaged on trunk from tearing off water sprouts (Figure 10). The growth should be pruned back with hand pruners to avoid damage to cambium of tree.
- (Zone 2) No Tag Maple (*Acer Rubrum*) next to 2241 Swarthmore Dr. Structure pruning needed to encourage proper development (Figure 11).
- (Zone 2) Trees #2245 Dogwood (*Cornus florida*) next to 2262 Swarthmore Dr. Young trees need corrective pruning to develop proper structure and branch spacing (Figure 12).
- (Zone 2) Tree #488 Redwood (*Sequoia sempervirens*), in front of 2285 Swarthmore Dr. Tree has codominant tops (Figure 13). This is a typical failure point of this species. Due to the exposure of high winds in this area, I recommend the smaller top be reduced to prevent failure.
- (Zone 2) #475,#476,#477 Deodar cedar (*Cedrus deodara*) 3 trees next to 2258 & 2260 Swarthmore Dr. Tree has large deadwood in upper canopy as well as some structural issues (Figure 14), I recommend removing the dead wood pruning for weight reduction and corrective pruning for structural issues.
- (Zone 2) Tree's #482 & #483 Redwood (*Sequoia sempervirens*), 2 trees next to 2276 Swarthmore Dr. Trees would benefit from deep root water root injection to rejuvenate and encourage root system development.
- (Zone 2) Tree # 451 Birch (*Betula pendula*) 2276 Swarthmore. Tree has several open pockets of decay and has been in decline for some time. Appears to have had multiple limb and trunk failures due to cavities (Figure 15 &16) I recommend removal and replacement.
- (Zone 2) Tree # 2254 Red Oak (*Quercus rubra* in greenbelt next to 2256 Swarthmore Dr. New plantings should have mulch around base to hold down moisture and for protection of root flair and base. Irrigation to close to base of tree should be moved out at least 6"-8" (Figure 17).
- (Zone 2) Tree's #522 & #523 Redwood (*Sequoia sempervirens*), 2 trees next to 2250 Swarthmore Dr. Trees would benefit from deep root water root injection to rejuvenate and encourage root system development.
- (Zone 2) No Tag Maple (*Acer Rubrum*) next to 1242 Vanderbilt Way. Structure pruning to encourage proper development. (Figure 18).



- (Zone 2) Tree's #537 & 539 Ash (*Fraxus velutina*) next to 1236 Vanderbilt Way. These trees have full over weighted canopy that extend over the house (Figure 19). These are large mature tree's that have not been pruned for weight reduction in some time. I recommend weight reduction pruning and cleaning the canopy of dead wood.
- (Zone 2) Tree #538 Elm (*Ulmus parvifolia*) next to 1236 Vanderbilt Way. This tree has a full over weighted canopy that extend over the house (Figure 20). This is a large mature tree that has not been pruned for weight reduction in some time. I recommend weight reduction pruning and cleaning the canopy of dead wood.
- (Zone 2) Tree # 596 Pear (*Pyrus calleryana*) next to 1254 Vanderbilt Way (Figure 21). Tree has leaf drop and black spotting on leaf. This is caused by leaf blight and can be treated in February March with a foliar application. I recommend foliar application in 2018. This will need to be an annual treatment as the pears are susceptible to blight once infected.
- (Zone 2) No Tag Dogwood (*Cornus florida*) next to 1276 Vanderbilt Way. Young trees need corrective pruning to develop proper structure and branch spacing.
- (Zone 2) Tree #586 Sweetgum (*Liquidambar styraciflua*), 1398 Vanderbilt Way. Tree has full and over weighted canopy as well as some dead wood (Figure 22). I recommend full prune of tree Canopy.
- (Zone 2) No Tags Red Oak (*Quercus rubra*) 3 trees in greenbelt next to 1282 Vanderbilt Way. New plantings should have mulch around base to hold down moisture and for protection of root flair and base. Structure pruning needed to encourage proper development.
- (Zone 2) Tree #379 Camphor (*Cinnamomum camphora*) next to 1282 Vanderbilt Way. New planting. Tree has sustained damage from a mower (Figure 23). This damage right at the base will cause issues with the growth and development of this tree as well as leave a wound that will not likely heal fully over. I recommend removal and replacement of tree.
- (Zone 2) Tree's #640-#644 Ash (*Fraxus velutina*) 5 trees next to 1056, 1112, 1124, 1130 Vanderbilt Way. These trees have full over weighted canopy that extend over the house (Figure 24 & 25). These are large mature tree's that have not been pruned for weight reduction in some time. I recommend weight reduction pruning and cleaning the canopy of dead wood.
- (Zone 2) Tree # 451 Birch (*Betula pendula*) 1036 Vanderbilt Way. Tree has noticeable decline in upper canopy and has been in decline for some time (Figure 26) I recommend removal and replacement.
- (Zone 2) Tree #659 Chinese Hackberry (*Celtis sinensis*), next to 1026 Vanderbilt Way. Tree has full and over weighted canopy as well as some dead wood (Figure 27 & 28). The tree also has a girdling roost developing at base of tree. I recommend full prune of tree and pruning to correct girdling root.
- (Zone 2) Tree # 2244 Maple (*Acer Rubrum*) in greenbelt near 2250 Swarthmore Dr. Home owner nearby the tree tied garden tape in tree to help tree grow. The tape was too tight in some areas as the tree has expanded and starting to pinch the cambium of the tree. Structure pruning needed to encourage proper development and removal of garden tape.

- (Zone 2) Tree #2246 Sycamore (*Platanus acerifolia*) in greenbelt near 2276 Swarthmore Dr. Tree has Anthracnose (Figure 29). It is a mildew that causes leaf damage. It can be treated with a series of foliar applications in February and March.
- (Zone 2) No Tag Sycamore (*Platanus acerifolia*) in greenbelt near 2276 Swarthmore Dr. New planting tree stakes had been removed recently. Tree has sustained damage from a mower and the root system has been disturbed and cannot support the tree (Figure 30 & 31). This damage right at the base will cause issues with the growth and development of this tree. I recommend re-staking the tree and deep root feeding in fall to encourage root development.
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**9530 Elder Creek Road, Sacramento CA 95829**  
OFFICE: 916-231-8733 FAX: 916-856-5410

CONTRACTOR'S LICENSE: 470283

A DIVISION OF CARSON LANDSCAPE INDUSTRIES

# Tree Work Proposal



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

**DATE: 06/12/2017**

**RE:** Tree Work Proposal – from Arborist Report 6/2/17  
Nepenthe Association  
Sacramento

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

Tree Species	Location	Qty	Service Description	Price	Initial for Approval
Maple	Zone 2 No Tag 1304 Commons	1	Structural pruning to encourage proper development	\$75.00	
Redwood	Zone 2 #396 2285 Swarthmore	1	Pruning to prevent failure of codominant top	\$960.00	
Willow Oak	Zone 2 No tag 2257 Swarthmore	1	Structural pruning to encourage proper development	\$75.00	
Red Bud	Zone 2 No tag 2245 Swarthmore	1	Structural pruning to encourage proper development	\$75.00	
Sweetgum	Zone 2 #464 2232 Swarthmore	1	Full prune to clean canopy of dead wood and reduce weight	\$960.00	
Maple	Zone 2 No Tag 2241 Swarthmore	1	Structural pruning to encourage proper development	\$75.00	
Dogwood	Zone 2 - #2245 2262 Swarthmore	1	Corrective pruning to encourage proper development	\$75.00	
Redwood	Zone 2 #488 2285 Swarthmore	1	Pruning to prevent failure of codominant top	\$960.00	
Deador Cedar	Zone 2 #475,#476,#477 2258 & 2260 Swarthmore	3	Pruning for weight reduction and to correct structural issues	\$1,800.00	
Birch	Zone 2 #451 2276 Swarthmore	1	Removal and replacement; includes stump grind	\$600.00	
Maple	Zone 2 No Tag 1242 Vanderbilt	1	Structural pruning to encourage proper development	\$75.00	
Ash	Zone 2 #537 & #539 1236 Vanderbilt	3	Prune to reduce weight and clean canopy of dead wood	\$1,800.00	
Elm	Zone 2 #538 1236 Vanderbilt	1	Prune to reduce weight and clean canopy of dead wood	\$450.00	
Dogwood	Zone 2 #No Tag 1176 Vanderbilt	1	Prune to correct development and branch spacing	\$75.00	
Sweetgum	Zone 2 #586 1398 Vanderbilt	1	Prune to clean canopy and reduce weight	\$960.00	
Red Oak	Zone 2 #No Tags 1282 Vanderbilt	3	Structural pruning to encourage proper development	\$100.00	

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





Tree Species	Location	Qty	Service Description	Price	Initial for Approval
Ash	Zone 2 #640-#644 1056, 1112, 1124, 1130 Vanderbilt	5	Prune to reduce weight and clean canopy of dead wood	\$2,240.00	
Birch	Zone 2 #451 1036 Vanderbilt	1	Tree Removal and Stump Grinding, Grind Stump 6-12" below grade leaving grinding residue in hole and rake to match existing grade	\$600.00	
Chinese Hackberry	Zone 2 #659 1026 Vanderbilt	1	Full prune to correct girdling root	\$960.00	
Maple	Zone 2 #2244	1	Structural pruning to encourage proper development	\$75.00	
<b>CONTRACT PRICE</b>				<b>\$12,990.00</b>	

**Description of Work:**

**NOTES**

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

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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 by MV  
Name: Paul Dubois  
Title: Account Manager/Arborist  
Date: 06/12/2017

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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



## Addendum 1

### General Terms and Conditions

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

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

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

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

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

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

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

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

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

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

Project Address: **Commons Dr. - 1131**  
 Project Name: The Nepenthe Association  
 On-site Location: **see below**

TurfPro agrees to provide labor and materials to perform the following landscape improvements.

### Deep Root Watering

Deep Root Watering is an application of Yucca extract and water injected into the soil around the tree's drip line. Yucca extract helps to retain moisture in the soil and clings to the roots, helping them to retain water in areas within the landscape that receive minimal water. (ie: Reduced water in turf, fields and outlying areas of landscape).

Applications are made during **July-September**

- Before trees are in stress to help reduce stress
- While trees are in stress to help trees withstand periods of reduced water and to help with recovery

**Note: It is best to do three applications 30 days apart during periods of stress; prices include treatments for July, August & September.**

Tree Species	Location	Qty	Service Description	Price	Initial for Approval
Redwood	Zone 2 #393-#401 2261-2285 Swarthmore	9	Deep root water injection to encourage root system development; 3 applications @ \$525 each	\$1,575.00	
Redwood	Zone 2 #406-#408, #413-#416 2281-2271 Swarthmore (greenbelt)	7	Deep root water injection to encourage root system development 3 applications @ \$375 each	\$1,125.00	
Redwood	Zone 2 #438, #454-#457 End of Swarthmore in greenbelt area	5	Deep root water injection to encourage root system development 3 applications @ \$225 each	\$675.00	
Redwood	Zone 2 #443-#447 Island of Swarthmore	5	Deep root water injection to encourage root system development 3 applications @ \$225 each	\$675.00	
Redwood	Zone 2 #482-#483 Next to 2276 Swarthmore	2	Deep root water injection to encourage root system development 3 applications @ \$150 each	\$450.00	
Redwood	Zone 2 #522 & #523 Next to 2250 Swarthmore	2	Deep root water injection to encourage root system development 3 applications @ \$150 each	\$450.00	
<b>CONTRACT PRICE</b>				<b>\$4,950.00</b>	



**Deep Root Feeding**

Deep root feeding is a **slow-release liquid fertilizer and root stimulant injected directly into the root zone of trees and shrubs**. Treatments are performed in April and November and are recommended for trees and shrubs less than five years old. Mature trees and shrubs may also benefit from deep root feeding once or twice a year.

Tree Species	Location	Qty	Service Description	Price	Initial for Approval
Sycamore	Zone 2 – No Tag Greenbelt – 2276 Swarthmore	1	Deep root feeding and re-stake tree to encourage root development; tree damaged by mower 3 application @ \$	\$300.00	
<b>CONTRACT PRICE</b>				<b>\$300.00</b>	

**TERMS:** Payment in full is due upon completion of the work. A finance charge of 1.5% per month will be added to the unpaid balance after 30 days. In the event legal action is taken to collect on a past due account, the debtor agrees to pay all collection costs including interest, attorney’s fees and court costs. Any alteration or deviation from the above involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be in writing. Our workers are fully covered by Worker’s Compensation and our firm covered by liability insurance. **NOTE: This proposal may be withdrawn by us if not accepted within 30 days.**

**CONTRACTOR:**

**TurfPro**

*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](mailto:PDubois@TheGroveTotalTreeCare.com)

**CLIENT/OWNER:**

The Nepenthe Association  
 Betsi Ledesma  
 1131 Commons Dr.  
 Sacramento, CA 95825  
 Ph: (916) 929-8380  
[Bettsi.Ledesma@fsresidential.com](mailto:Bettsi.Ledesma@fsresidential.com)

By: Paul Dubois by MV  
 Name: Paul Dubois  
 Title: Account Manager  
 Date: 06/13/2017

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_