

## NEPENTHE ASSOCIATION

### Open Session Nepenthe Board of Directors

April 5, 2023 6:00 PM  
Nepenthe Clubhouse  
1131 Commons Drive  
Sacramento, 95825

#### BOARD OF DIRECTORS MEETING - OPEN SESSION AGENDA

*The following items may be addressed in Executive Session in accordance with California Civil Code 4935(a):*

- *Litigation*
- *Matters relating to formation of contract with third parties*
- *Member Discipline*
- *Personnel matters*

#### I. CALL TO ORDER

##### MEETING PLACE:

1131 Commons Drive, Sacramento, CA 95825

OR

Join Zoom Meeting

<https://us02web.zoom.us/j/88272111861?pwd=bDJDalMycUswQ0ZPSU81Y05jeVF6dz09>

Meeting ID: 882 7211 1861

Passcode: 620373

OR Dial in

+1 669 900 6833

##### WELCOME

Thank you for attending. This is a business meeting, open to members of the Nepenthe Association and guests of the Board. The Nepenthe Board of Directors is a policy Board, and the role of the General Manager is to oversee the day-to-day operations. The primary purpose of the meeting is to ensure that the Association is meeting its responsibility to provide oversight, maintain the value of the property and to serve homeowners.

##### PRESIDENT'S MESSAGE

## ANNOUNCEMENTS FROM THE BOARD

The Directors will use this time to provide updates and information.

## II. EXECUTIVE SESSION ACKNOWLEDGEMENT/ANNOUNCEMENT

### Background


In accordance with Civil Code Section 4935(a) the Board met in Executive Session on March 1, 2023 and March 8, 2023, to consider litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon the member's request, regarding the member's payment of assessments, as specified in Civil Code.

## III. REPORTS

### A. CONSTRUCTION MANAGER'S REPORT

Construction Manager Paul Reeves' written report is enclosed in the materials for this meeting.





#### Supporting Documents

<a href="#"> <i>Nepenthe Phase 1 Monthly Report March 2023.pdf</i></a> .....	7
<a href="#"> <i>Nepenthe Change Order Log Updated 3.28.23.pdf</i></a> .....	16

### B. GENERAL MANAGER'S REPORT





General Manager Bettisi Ledesma has submitted the enclosed reports and will answer any questions the Board may have.

#### Supporting Documents

<a href="#"> <i>Management Report.2023-04-05.docx</i></a> .....	39
<a href="#"> <i>What Keeps The Board Happy.2014-02-11.docx</i></a> .....	42
<a href="#"> <i>March Work Order Report.docx</i></a> .....	44
<a href="#"> <i>Master Calendar Report.pdf</i></a> .....	67

## IV. COMMITTEE UPDATES

### Supporting Documents

<a href="#"> <i>Architectural Review Committee Minutes March 2023.docx</i></a> .....	70
<a href="#"> <i>Finance Committee Minutes February 27, 2023.docx</i></a> .....	74
<a href="#"> <i>Grounds Committee Minutes March 2023.docx</i></a> .....	77
<a href="#"> <i>Outreach Minutes March.pdf</i></a> .....	80

## V. HOMEOWNER FORUM

In accordance with California Civil Code 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/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 4920(a), 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. HOMEOWNER CORRESPONDENCE

### Supporting Documents

<a href="#">Correspondence - Joan Barrett.pdf</a> .....	85
<a href="#">Correspondence - Pat and Judith Jones.pdf</a> .....	88
<a href="#">Correspondence - Nina White.pdf</a> .....	90
<a href="#">Correspondence - Alan Watters.pdf</a> .....	92

## VII. CONSENT CALENDAR

### Background

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.

### Proposed Resolution

The Board approves Consent Calendar Items A to C as presented.

## A. APPROVAL OF MINUTES

### Proposed Resolution

The Open Session Minutes dated March 1, 2023 are approved as presented.

### Supporting Documents

<a href="#">NEP 2023-3-1 Open Session Minutes.pdf</a> .....	94
---	----

## B. FINANCIAL STATEMENT

### Background

The full financial reports have been delivered to the directors under separate cover. An abbreviated report is enclosed in this packet.

### Proposed Resolution

The Board accepts the Association’s income statement for February 2023 comparing actual results to budget, reserve statement, bank statements and reconciliations, check history report and general ledger as presented, subject to an annual audit. **The report reflects a year-to-date net operating income of \$4,768.36 and year-to-date reserve funding of \$737,050.14 compared to the year-to-date reserve funding budget of \$375,242.** The actual year-to-date operating expenses were \$310,143.42. The budgeted year-to-date operating expenses were \$308,076. The association has \$184,596 in operating funds, which represents .54 months of budgeted expenses and reserve contributions. The association has \$11,353,956 in reserve funds.

### Supporting Documents

<a href="#">NEP 02-23 Financial ABBREVIATED.pdf</a> .....	99
---	----

## C. ARCHITECTURAL APPROVALS

The Board affirms the recommendations of the Architectural Review Committee as noted below:

Address	Improvement	Recommendation
1467 University	Patio Hardscape	Approval
1045 Vanderbilt	Window replacements	Approval
2318 American River	HVAC Replacement	Emergency Approval

**D. COMMITTEE APPOINTMENTS- HOLMQUIST, DASCHER & MCCOLE**

**Proposed Resolution**

The Board appoints homeowners in good standing, Inga Holmquist and Jean Dascher to serve on the Outreach Committee and Pat McCole to the Insurance, Legal & Safety Committee for the remainder of the governance year. All three owners have agreed to abide by the Conflict of Interest Policy.

**VIII. UNFINISHED BUSINESS**

**A. 30 ADELPHI HOME IMPROVEMENT APPLICATION**

As is Nepenthe's practice, when an application is recommended for denial, the homeowner is notified so he or she may appeal to the Board. The homeowner was advised of the committee's recommendation on March 29th and advised that they may attend this meeting.

**Supporting Documents**

[30 Adelphi-Advisement of Denial.pdf](#) ..... 111

[Appendix A Discussion of 30 Adelphi.pdf](#) ..... 113

**Proposed Resolution**

The Board confirms the recommendation of the Architectural Review Committee and denies approval of the Home Improvement Application for windows and a door at 30 Adelphi.

**B. HOMEOWNER COMMENT AND CORRESPONDENCE FOLLOW UP**

To promote good communication with homeowners, the Board has made note of the comments from the last open session and prepared follow up answers and action items. Directors to discuss and determine whether further agenda items are called for.

**Supporting Documents**

[Follow up to Open Meeting Forum Comments March 202.docx](#) ..... 115

**IX. NEW BUSINESS**

**A. NOMINATING COMMITTEE: SLATE OF CANDIDATES**

Pursuant to the Bylaws, Article IV, the Nominating Committee shall make its report to the Board of Directors.

**B. REVIEW REPORT FROM THE AD HOC PLAYGROUND COMMITTEE**

In August 2021, the Board of Directors appointed Cheryl Nelson to serve as an ad hoc committee charged with raising funds for the refurbishment of the Campus Commons Park Corporation playground. While not a Nepenthe amenity, the playground is enjoyed by many children in the community.

Through a variety of fundraising activities, \$2,545.45 has been raised. The Directors may want to consider donating \$454.55 on behalf of the Association to add to the moneys raised to date in order to make an even \$3,000 donation.

All financial accounting of the committee's activities have been provided to the Directors under separate

cover.

### **Proposed Resolution**

The Board tasks management with preparing a check in the amount of funds raised, \$2,545.45 as the homeowners' contribution towards the Campus Commons Playground refurbishment project.

### **C. APPOINT AD HOC SPORTS COURT COMMITTEE**

Purpose: To advise the Board in its duty to maintain the amenities of the Association.

Charge - Inspect three sports courts (Main Clubhouse, Common Drive, Elmhurst Circle) and prepare a written report for the Board.

Report to include information, options and recommendations on:

- Condition of each court
  - what are current needs
  - what does current Reserve Study say
  - what are anticipated needs, within a foreseeable future
  - suggest maintenance plans and schedule
    - for Elmhurst, are there minimums that would suffice
  - consider the proposal to remove juniper trees at clubhouse court
    - if they are removed, does green screening need to be provided
  - improvements needed
  - alternate uses for Elmhurst location
  
- Seating needs at all courts
  
- Signage needs (i.e., do not move pool chairs onto court, guests, etc.)

### **Proposed Resolution**

The Directors appoint Christina George, Susan Timmer and Peter Klein to serve as the ad hoc committee. Report to be reviewed at the next Open Session on May 3, 2023.

### **D. DETERMINE WHETHER TO SOLICIT MULTIPLE QUOTES FOR INSURANCE RENEWAL**

Pursuant to the Standards & Practices for Insurance, the Board will determine whether to obtain multiple quotes for the annual insurance renewal in October. Should they decide to obtain multiple quotes, the Insurance, Legal & Safety Committee will be charged to develop and submit to the Board, specifications for inclusion in the insurance proposal bid package. These recommendations will be submitted to the Board no later than May 15. At its June regular meeting, the Board shall approve the RFP specifications for management transmittal to qualified brokers with a deadline of August 15th for replies to Nepenthe Association. The Board at its September regular meeting shall select its insurers and transmit its decision to the successful bidder(s).

### **Proposed Resolution**

The Board decides to / not to solicit proposals for insurance.

### Supporting Documents

 [Standards Practices Insurance adopted September 20.pdf](#) ..... 119

#### **E. ACCEPT ANNUAL REVIEW & TAXE RETURNS FROM CPA**

As required by law, the Association's financial reports have been reviewed by a Certified Public Accountant. Last fall, the Board entered into an agreement with Levy-Erlanger CPA for this service and the preparation and filing of federal and state taxes.

The supporting materials have been provided to the directors under separate cover.

#### **Proposed Resolution**

The Neperthe Board of Directors accepts the annual financial review and tax returns as presented and directs management to distribute the annual financial review in conformity with California Civil Code 5305.

#### **X. SECOND HOMEOWNER FORUM**

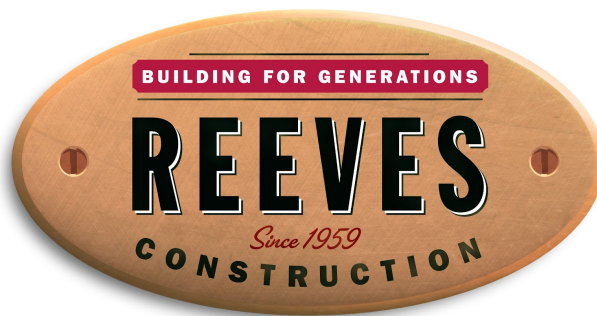
In accordance with California Civil Code 4920(a), the Association must post or distribute the agenda for Regular Session Meetings no fewer than four (4) days prior to a Regular Session Meeting. During Homeowner Forum, items not included on the agenda that are raised by homeowners may be briefly responded to by the Board/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 4920(a), or a total of twenty (20) minutes will be granted for all to address the Board of Directors regarding items of interest or concern.

#### **XI. NEXT BOARD MEETING**

The Association's next open Board meeting will be held May 3, 2023 at 6:00 pm..

#### **XII. ADJOURN**

**Nepenthe Phase 1 Monthly Report March 2023.pdf**



**Dry Rot and Painting Project  
Phase One 2022-2023**

**Monthly Project Report For March 2023**



**Reeves Construction, Inc.**

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023

Location: Sacramento, CA



<b>1. Project Overview</b>	<b>3</b>
<b>2. Phase #2.</b>	<b>3</b>
<b>3. Cost Management</b>	<b>4</b>
<b>4. Invoice Control</b>	<b>5- 8</b>

**Scope Management (Change order log)**

**Moved to a separate attachment.**

## Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023

Location: Sacramento, CA



## 1. Project Overview- March 2023

Progress in March has been slow due to rain. Update on progress is below.

1. Dry rot repairs and painting are completed at building unit addresses- 2320, 2322, 2324, 2326, 2328, 2330 Swarthmore, 409, 411, Dunbarton.
2. Dry rot repairs are completed at. 507, 509, 511, 603, 605, 813, 815 Dunbarton.
3. Repairs are in process at 601, 701, 703, 705 Dunbarton.  
These will be complete in the next week weather permitting.
4. Painting prep has started at these addresses. And will continue, weather permitting. 501, 503, 505, 507, 509, 511, 603, 605, 813, 815 Dunbarton.
5. **Looking ahead,**  
Current units being worked on will be done in mid April weather permitting.  
The next units on the list are,  
609 through 811 Dunbarton.
6. Weather permitting CPR and myself will do are pre-construction inspection  
At 901 through 1019 Dunbarton in April.
7. **Change order log-** Due to its size it has been moved to its own attachment.
8. Changes to Cost Management and Invoice Control for the month of March are highlighted in **yellow**.

## 2. Phase #2.

Phase #2 building inspections will start on 4/10. And will take approximately two weeks.

**Reeves Construction, Inc.**

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023

Location: Sacramento, CA



### 3. Cost Management

#### Total Contract Amount

Contractor Code	Scope	Budget Value (\$)	Change Orders Value (\$)	Permits Value (\$)	Invoiced Value (\$)	Value Paid (\$)	
CPR Construction	Original Contract	\$822,857.00			\$479,534.11 Includes change orders Less Retention	\$419,226.05	
CPR Construction	Change Orders Approved		\$317,641.32		Included Above		
CPR Construction	Total Retention to date	\$44,111.89					
CPR Construction	Permits		\$5,587.55		Included Above		
Progressive Painting	Painting Original Contract	\$306,250.00			\$63,000.00	\$49,000.00	
	<b>TOTAL PAID TO ALL ABOVE</b>				<b>Invoiced Value \$542,534.11</b>	<b>Value Paid \$468,226.05</b>	

**Reeves Construction, Inc.**

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023

Location: Sacramento, CA



## 4. Invoice Control

Contractor	Scope	IN #	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Siding Repair	1176	Mobilization	\$82,285.78	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1193	Units, 101,107,109, 1371,1395 Including Change Orders Less retention	\$35,965.49	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1198	Units, 1355,1359, 1363, Including Change Orders Less retention	\$35,144.41	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1211	Units 1329, 1331, 1333, 2308, 201, 203, 205, 301, 303, 2308, Including Change Orders	\$65,466.92	COMPLETE	APPROVED	PAID

**Reeves Construction, Inc.**

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023

Location: Sacramento, CA



Contractor	Scope	IN #	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Siding Repair	#1214		\$43,659.02	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1238	Units 303, 401, 403, 405, 407, 2320, 2322, 2324, 2326, 2328, 1230, 2330, Including Change Orders Less retention	\$82,370.83	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1241	Units 2314, 2322 SM, 409, 411, 501, 503, 505, 507, 509, 511, Including Change Orders Less retention	\$74,333.60	COMPLETE	APPROVED	PAID

**Reeves Construction, Inc.**

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023

Location: Sacramento, CA



Contractor	Scope	IN #	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Siding Repair	1246	Units 601,603, 605, 813, 815 Including Change Orders above and at 507, 509  Less Retention	\$60,308.06	COMPLETE	APPROVED	PENDING
Contractor	Scope	IN #	Description	Value	Status of Work	Status of Invoice	Status of Payment
Progressive Painting	Paint	54	Painting	\$14,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17256	Painting	\$7,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17293	Painting	\$28,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17300	Painting	\$14,000.00	COMPLETE	APPROVED	PENDING

**Reeves Construction, Inc.**

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023

Location: Sacramento, CA



			TOTAL APPROVED	\$542,534.11			
			TOTAL APPROVED, NOT PAID	\$74,308.06			
			TOTAL PAID	\$468,226.05			

**End Report.**

## **Nepenthe Change Order Log Updated 3.28.23.pdf**





12394 Cannon Way  
 Grass Valley, CA 95949  
 (916) 229-2594  
[bill@cprecon.com](mailto:bill@cprecon.com)

Date: March 28, 2023 Contact: Paul Reeves  
 Property Name: Nepenthe Homeowner's Association Company: Reeve's Construction Inc.

### CHANGE ORDER LOG

COR #	LOCATION	PENDING	DECLINED	APPROVED	NOTES
COR #01	101 DB and 1395 Commons		\$2,973.03		VOID
COR #02	107, 109 Dunbarton and 1371 Commons		\$12,203.54		VOID
COR #01 REVISE	101 DB and 1395 Commons			\$3,767.15	Additional Siding and Trim
COR #02 REVISE	107, 109 Dunbarton and 1371 Commons			\$10,747.77	Additional Siding and Trim
COR #03	107/109 Fence			3308.38	24 lf Fence Replacement
COR #04	1355 Commons			\$11,100.10	Additional Siding and Trim
COR #05	1359 Commons			\$984.59	Additional Siding and Trim
COR #06	1363 Commons			\$5,261.92	Additional Siding and Trim
COR #07	1355, 1359 and 1363 Commons Fence Repairs			\$5,191.76	Fence Repairs and replacement
COR #08	2308 Swarthmore			\$2,833.35	Additional Fence Replacement
COR #09	1329 Commons			\$472.76	Additional Siding and Trim
CREDIT COR #10	1331 Commons			-\$3,203.88	Credit Siding and Trim Not Done
CREDIT COR #11	1333 Commons			-\$243.13	Credit Siding and Trim Not Done
COR #12	2308 Swarthmore			\$7,232.85	Additional Siding and Trim
COR #13	1359 and 1363 Commons Fence Repairs			\$317.03	Fence Repairs and replacement

COR #14	Swarthmore Supplemental to COR#12			\$2,496.96	Additional Siding and Trim at 2 Gables
COR #15	1329 Commons Supplemental to #COR09		\$821.64		Additional Siding and Trim at Left Wall 2nd Story
COR #15 REVISED	1329 Commons Supplemental to #COR09			\$998.80	Additional Siding and Trim at Left Wall 2nd Story
COR #16	201 Dunbarton			\$4,003.85	Additional Siding and Trim
COR #17	203 Dunbarton			\$3,362.43	Additional Siding and Trim
COR #18	205 Dunbarton			\$1,954.55	Additional Siding and Trim
COR #19	301 Dunbarton			\$121.07	Additional Siding and Trim
COR #20	303 Dunbarton			\$304.69	Additional Siding and Trim
COR #21	1331 Commons Supplemental to #COR10			\$446.65	Additional Siding and Trim
COR #22	Additional Fence Repairs 201/205 Dunbarton Cir			\$6,593.48	Fence Repairs and replacement
COR #23	Additional Siding and Trim Unit #203			\$993.58	Additional Siding and Trim
COR #24	Additional Siding and Trim Unit #2310 SM			\$663.41	Additional Siding and Trim
COR #25	Additional Siding and Trim Unit #2312 SM			\$1,184.86	Additional Siding and Trim
COR #26	Additional Siding and Trim Unit #2314 SM			\$1,794.88	Additional Siding and Trim
COR #27	Additional Siding and Trim Unit #2318 SM			\$809.24	Additional Siding and Trim

COR #28	Additional Siding and Trim Unit #2316 SM			\$651.20	Additional Siding and Trim
COR #29	Additional Fence Repairs 2310-2318 SM			\$2,472.47	Fence Repairs and replacement
COR #30	Additional Siding and Trim Unit #203 Supplemental COR#23			\$866.70	Additional Siding and Trim
COR #31	Additional Siding and Trim Unit #305 DB			\$4,773.70	Additional Siding and Trim
COR #32	Additional Siding and Trim Unit #307 DB			\$1,139.40	Additional Siding and Trim
COR #33	Additional Siding and Trim Unit #203 Supplemental COR#30			\$835.51	Additional Siding and Trim
COR #34	Additional Siding and Trim Unit #201 Supplemental COR#16			\$1,648.02	Additional Siding and Trim
COR #35	Multiple Addresses			\$1,674.47	Permit Fees
COR #36	Additional Siding and Trim Unit #301 Supplemental COR#19			\$1,390.11	Additional Siding and Trim
COR #37	Additional Siding and Trim Unit #303 Supplemental COR#20			\$2,135.72	Additional Siding and Trim

COR #38	Additional Siding and Trim Unit #2318 Supplemental COR#27			\$773.57	Additional Siding and Trim
COR #39	Additional Siding and Trim Unit #2310 Supplemental COR#24			\$335.33	Additional Siding and Trim
COR #40	Additional Siding and Trim Unit #2312 Supplemental COR#25			\$536.82	Additional Siding and Trim
COR #41	Additional Siding and Trim Unit #401 DB			\$2,355.40	Additional Siding and Trim
COR #42	Additional Siding and Trim Unit #403 DB			\$2,177.28	Additional Siding and Trim
COR #43	Additional Siding and Trim Unit #405 DB			\$1,104.37	Additional Siding and Trim
COR #44	Additional Siding and Trim Unit #407 DB			\$1,561.76	Additional Siding and Trim
COR #45	Fence Repairs Unit #401-#405 DB			\$672.87	Fence Repairs and replacement
COR #46	Additional Siding and Trim Unit #305 DB Supplemental to COR#31			\$3,285.38	Additional Siding and Trim
COR #47	Additional Siding and Trim Unit #2320 SM			\$5,129.44	Additional Siding and Trim
COR #48	Additional Siding and Trim Unit #2322 SM			\$872.21	Additional Siding and Trim

COR #49	Additional Siding and Trim Unit #2324 SM			\$2,333.85	Additional Siding and Trim
COR #50	Additional Siding and Trim Unit #2328 SM			\$1,030.03	Additional Siding and Trim
COR #51	Additional Siding and Trim Unit #2330 SM			\$1,238.82	Additional Siding and Trim
COR #52	Additional Siding and Trim Unit #409 DB			\$1,988.08	Additional Siding and Trim
COR #53	Additional Siding and Trim Unit #411 DB			\$1,595.22	<b>NO ORIGINAL SCOPE LISTED</b> Additional Siding and Trim
COR #54	Additional Fence Repairs 411 Dunbarton			\$1,426.60	Additional Fence Repairs
COR #55	Additional Fence Repairs 403 Dunbarton			\$1,352.70	Additional Fence Repairs
COR #56	Additional Siding and Trim Unit #401 DB Supplemental to COR#41			\$374.43	Additional Siding and Trim
COR #57	Additional Fence Repairs 405 Dunbarton			\$353.87	Additional Fence Repairs
COR #58	Beam Replacement Unit #405 DB Supplemental to COR#43			\$439.96	Additional Siding and Trim
COR #59	Additional Fence Repairs 407 Dunbarton			\$5,596.46	Additional Fence Repairs

COR #60	Additional Siding and Trim Unit #407 DB Supplemental to COR#44			\$898.36	Additional Siding and Trim
COR #61	Additional Siding and Trim Unit #405 DB Supplemental to COR#58			\$299.15	Additional Siding and Trim
COR #62	Additional Siding and Trim Unit #401 DB Supplemental to COR#56			\$268.41	Additional Siding and Trim
COR #63	and Trim Unit #2320 Swarthmore Supplemental to COR#47			\$354.31	Additional Siding and Trim (HOA to invoice homeowner)
COR #64	and Trim Unit #2320 Swarthmore Supplemental to COR#63			\$647.44	Additional Siding and Trim
COR #65	Additional Fence Repairs Unit #303 Dunbarton			\$424.33	Additional Fence Repairs
COR #66	Additional Fence Repairs Unit #2320 Swarthmore			\$500.84	Additional Fence Repairs
COR #67	and Trim Unit #2322 Swarthmore Supplemental to COR#48			\$2,529.73	Additional Siding and Trim
COR #68	and Trim Unit #2324 Swarthmore Supplemental to COR#49			\$3,200.37	Additional Siding and Trim

COR #69	Additional Siding and Trim Unit #501 DB			\$9,577.20	NO ORIGINAL SCOPE Additional Siding and Trim
COR #70	Additional Siding and Trim Unit #503 DB			\$901.91	Additional Siding and Trim
COR #71	Additional Siding and Trim Unit #505 DB			\$3,939.65	NO ORIGINAL SCOPE Additional Siding and Trim
COR #72	Additional Fence Repairs Unit #501 DB			\$6,285.75	NO ORIGINAL SCOPE Fence Replacement
COR#73	Additional Fence Repairs Unit #2326 Swarthmore			\$4,012.41	Additional Fence Repairs
COR #74	Additional Siding and Trim Unit #601 DB			\$6,079.67	Additional Siding and Trim
COR #75	Additional Siding and Trim Unit #603 DB			\$4,009.44	Additional Siding and Trim
COR #76	Additional Siding and Trim Unit #605 DB			\$4,457.06	Additional Siding and Trim
COR #77	Fence Repairs Unit #601-#603			\$4,855.27	Additional Fence Repairs

COR #78	Additional Siding and Trim Unit #2326 Swarthmore			\$268.41	Additional Siding and Trim
COR #79	Additional Siding and Trim Unit #2328 Swarthmore Supplemental to COR#50			\$410.03	Additional Siding and Trim Supplemental
COR #80	Fence Repairs Unit #2328 and 2330 Swarthmore			\$3,514.53	Additional Fence Repairs
COR #81	and Trim Unit #2330 Swarthmore Supplemental to COR#51			\$1,073.63	Additional Siding and Trim
COR #82	Additional Siding and Trim Unit #507 DB			\$6,098.73	Additional Siding and Trim
COR #83	Additional Siding and Trim Unit #509 DB			\$3,365.49	Additional Siding and Trim
COR #84	Additional Siding and Trim Unit #511 DB			\$4,860.60	Additional Siding and Trim
COR #85	Fence Repairs Unit #507-#511			\$4,018.39	Additional Fence Repairs
COR #86	Additional Siding and Trim Unit #607 DB			\$2,189.80	Additional Siding and Trim
COR #87	Additional Siding and Trim Unit #609 DB			\$3,307.69	Additional Siding and Trim
COR #88	Additional Siding and Trim Unit #611 DB			\$4,985.85	Additional Siding and Trim



COR #89	Additional Siding and Trim Unit #613 DB			\$3,895.26	Additional Siding and Trim
COR #90	Additional Siding and Trim Unit #615 DB			\$6,356.02	Additional Siding and Trim
COR #91	Fence Repairs Unit #607-#615			\$8,247.43	Additional Fence Repairs
COR #92	Additional Siding and Trim Supplemental Unit #409 DB			\$1,283.13	Additional Siding and Trim
COR #93	Additional Siding and Trim Supplemental Unit #411 DB			\$1,160.40	Additional Siding and Trim
COR #94	Fence Repairs Unit #409-#411 DB			\$6,669.16	Additional Fence Repairs
COR #95	Additional Siding and Trim Supplemental Unit #501 DB COR#69			\$1,784.30	Additional Siding and Trellis Repairs
COR #96	Additional Siding and Trim Supplemental Unit #409 DB COR#92			\$269.57	Additional Trellis Repairs
COR #97	Additional Siding and Trim Supplemental Unit #2314 SM COR#26			\$1,044.72	Additional Siding and Trim Repairs (PEST REPORT)
COR #98	Additional Siding and Trim Supplemental Unit #2322 SM COR#67			\$810.90	Additional Siding and Trim Repairs (EXPOSED BY PRESSURE WASHING)

COR #99	Additional Siding and Trim Supplemental COR#69 Unit #501 DB			\$3,285.35	Additional Siding and Trim
COR #100	Additional Siding and Trim Supplemental COR#71 Unit #505 DB			\$422.06	Additional Siding and Trim
COR #101	Fence Repairs Unit #501-#505			\$6,215.69	Additional Fence Repairs
COR #102	Additional Siding and Trim Supplemental COR#93 Unit #411 DB			\$904.82	Additional Siding and Trim
COR #103	Additional Siding and Trim Unit #813 DB			\$5,736.56	Additional Siding and Trim
COR #104	Additional Siding and Trim Unit #815 DB			\$5,780.04	Additional Siding and Trim
COR #105	Fence Repairs Unit #813 DB			\$1,832.26	Additional Fence Repairs
COR #106	Additional Siding and Trim Unit #701 DB			\$1,775.43	Additional Siding and Trim
COR #107	Additional Siding and Trim Unit #703 DB			\$3,806.71	Additional Siding and Trim
COR #108	Additional Siding and Trim Unit #705 DB			\$9,693.34	Additional Siding and Trim
COR #109	Additional Siding and Trim Unit #707 DB			\$6,474.95	Additional Siding and Trim
COR #110	Additional Siding and Trim Unit #709 DB			\$2,152.87	Additional Siding and Trim

COR #111	Fence Repairs Unit #701-709 DB			\$14,077.79	Additional Fence Repairs
COR #112	Additional Siding and Trim Unit #507 DB Supplemental to COR#82			\$268.41	Additional Siding and Trim
COR #113	Additional Siding and Trim Unit #509 DB Supplemental to COR#83			\$674.05	Additional Siding and Trim
COR #114	Additional Siding and Trim Unit #813 DB Supplemental to COR#103			\$2,881.16	Additional Siding and Trim
COR #115	Additional Siding and Trim Unit #815 DB Supplemental to COR#104			\$1,102.56	Additional Siding and Trim
COR #116	Additional Gutter and Downspout Repair #806 Dunbarton COR#116			\$168.00	Additional Gutter and Downspout Repairs
COR #117	Permit Fees			\$3,913.08	Permit Fees
COR #118	Additional Siding and Trim Unit #601 DB Supplemental to COR#74	\$2,125.53			Additional Siding and Trim
<b>TOTALS</b>		<b>\$2,125.53</b>	<b>\$15,998.21</b>	<b>\$317,641.32</b>	
<b>TOTAL ORIGINAL CONTRACT AMOUNT</b>				<b>\$822,857.00</b>	
<b>TOTAL ADJUSTED CONTRACT AMOUNT</b>				<b>\$1,140,498.32</b>	

per

























## Management Report.2023-04-05.docx

# Management Report

Board Meeting Date: April 5, 2023

Submitted by: Bettsi Ledesma, General Manager

## Administration

- As of March 30, 2023 the rental rate in Nepenthe is 15.45%

## Storm Damage Claim

- Dry Creek Construction Co. has been in communication with the affected owners to coordinate repairs.
- Two affected unit owners are still working with their insurers to approve asbestos removal.
- Many of the affected units will require new roof trusses which will take some time to be installed as they must be approved by the City before they can even be manufactured.
- Certain roofing repairs are already completed.
- Sidewalk repairs due to fallen trees will be performed under the storm claim as weather permits.

## Landscape

- Irrigation has been turned off. Irrigation techs are checking the system and fixing leaks, preparing for summer.
- On Monday, March 27, arborist Paul Dubois identified a tulip tree located in front of 4 Adelphi in failure and posing an immediate threat. Board treasurer, Jackie Grebitus observed the failure and approved moving forward on removal as did the City of Sacramento.
- More information about Carson activities can be found in the Grounds Committee minutes.

## Facilities

- Phase II inspections will take place beginning April 10<sup>th</sup>. Critical Path Reconstruction is providing notice to the homeowners.
- Phase I Siding, Fencing and Painting update: Project manager Paul Reeves' report is enclosed in this Board packet.
- Work order report is included in the Board packet. This report shows all work orders issued from February 24, 2023 through March 29, 2023.
  - Marcus Lozada, the Association's Facility Technician has been focused on preparing the clubhouses for swim season by updating the signage, ordering clocks and installing the outdoor shower at the Clubhouse pool deck. He will be power washing the pool decks and pool furniture in April. He is also working on a maintenance calendar to track necessary tasks throughout the year.



- Met with Sage Millar of City of Sacramento Utilities- they will begin putting water meters on the billing system and sending “mock” invoices instead of the usage spreadsheet to the General Manager to assist in budgeting for 2024.
- Securitas has provided mobile patrols throughout the month . Reports are reviewed by management daily, recapping the rounds and interactions of the officers on duty.

### **Communication**

- The Nepenthe News was last published on March 3, 2023. The next newsletter will be published on April 7, 2023. Topics to be covered include:
  - Slate of Candidates for Annual Meeting and Election
  - Candidates’ statements
  - Report on Phase I siding, fencing and painting
  - Board Report
  - Contract approvals
  - Parking Lot Sale
  - Campus Commons Cleanup Crew Event
  - Meet Czarina Hernandez, Nepenthe Receptionist

### **Financial**

The full financial report for February has been provided to the Board under separate cover. An abbreviated report is enclosed in the Board packet.

Management attended the March 26th Finance Committee meeting.

**What Keeps The Board Happy.2014-02-11.docx**

## What keeps the board happy?

**I. Perform the Primary Tasks:** These always get priority. They are what Nepenthe was created to do. If we fail at this, we fail as an association, no matter how well we perform all other tasks.

- A. Respond to homeowner requests for service and information. <sup>i</sup>
- B. Maintain the property <sup>ii</sup>

**II. Perform the Secondary Tasks:** Though critical to our mission, these should not be allowed to interfere with the Primary Tasks. Secondary Tasks are not what Nepenthe was created to do. Rather, Secondary Tasks help us to perform the Primary Tasks.

- A. Present a professional appearance and demeanor
- B. Watch the money and assist the board in meeting its financial goals for the year
- C. Maintain complete and accurate records that are easily retrievable
- D. Weekly – Provide information and advice requested by the board
- E. Monthly – Produce a well organized packet that contains all information the board will need to make sound decisions
- F. Monthly – Produce a newsletter and other communication that is timely, accurate and helpful to homeowners

**III. Do not allow others to distract you with their own agendas**

This includes board members, committees, homeowners, fellow employees and vendors

**III. All can be done only if:**

- A. The board has realistic expectations, gives clear and consistent direction, and provides adequate resources
- B. The board does not micromanage
- C. FirstService provides dynamic on-demand support
- D. FirstService does not micromanage
- E. Homeowners are realistic and cooperative
- F. Vendors perform to expectations
- G. Staff is diligent and organized
- H. All parties communicate effectively and meet deadlines <sup>iii</sup>

-0-

---

<sup>i</sup> This does not mean to give homeowners anything they want. It does mean to quickly record and acknowledge each request and to:

- State when the requested service or information will be provided and who will provide it
- Contact the homeowner with a credible explanation if work will not be performed as promised
- Inform the homeowner when the work has been completed and ask if it was done to the homeowner's satisfaction
- Explain why the requested service or information cannot be provided
- Explain that any disagreement with management may be appealed to the board

<sup>ii</sup> This includes regular visual inspections, homeowner violations, preventive maintenance, and management of contractors.

<sup>iii</sup> Note that it all begins with the board.

## March Work Order Report.docx

<b>WO#:</b> 1130865	<b>Status:</b> Open	<b>Progress Code:</b> Received
<b>Unit/Common Area:</b> 1071 Vanderbilt Way	<b>Category:</b> Sewer	
<b>Date Created:</b> 03/29/2023	<b>Date Completed:</b>	<b>Vendor:</b> FIRST CALL PLUMBING & SEWER SERVICE
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b>	1st Call Plumbing, Please perform a video inspection of the sewer line at this address and make a report of your findings to management. Contact realtor Markus Dascher at 916-541-7481 for access. Thank you.	
<b>WO#:</b> 1130584		
<b>Status:</b> Closed	<b>Progress Code:</b> Completed	
<b>Unit/Common Area:</b> 1119 Vanderbilt Way	<b>Category:</b> Handyman	
<b>Date Created:</b> 03/28/2023	<b>Date Completed:</b> 03/28/2023	<b>Vendor:</b>
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b>	Marcus, Please look at the lollypop lights by 1119 Vanderbilt they been on two days straight day and night	
<b>WO#:</b> 1130579		
<b>Status:</b> Open	<b>Progress Code:</b> Request Sent	
<b>Unit/Common Area:</b> 816 Elmhurst Cir	<b>Category:</b> Landscape Removal Only	
<b>Date Created:</b> 03/28/2023	<b>Date Completed:</b>	<b>Vendor:</b> *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b>	Carson, please remove the large shrub on the alley side of this house that is blocking the downspout. Water is backing up and causing dry rot to the siding. Please grade the soil so water can drain out into the alley and ensure that the irrigation is functioning properly. Thank you.	
<b>WO#:</b> 1130578		
<b>Status:</b> Open	<b>Progress Code:</b> In-Progress	
<b>Unit/Common Area:</b> 816 Elmhurst Cir	<b>Category:</b> Handyman	
<b>Date Created:</b> 03/28/2023	<b>Date Completed:</b>	<b>Vendor:</b>
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>

**Work Orders**  
**Nepenthe Association**

**FirstService**  
RESIDENTIAL

<b>Description:</b> Marcus, The gutter is leaking and water is going out of the downspout not through it.			
<hr/>			
<b>WO#:</b> 1130116	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 1363 Commons Dr		<b>Category:</b>	Handyman
<b>Date Created:</b> 03/25/2023	<b>Date Completed:</b> 03/27/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<hr/>			
<b>Description:</b> Marcus, Please fix the gate it will not close properly and the deadbolt is misaligned. Thanks			
<hr/>			
<b>WO#:</b> 1130073	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> 1299 Vanderbilt Way		<b>Category:</b>	Handyman
<b>Date Created:</b> 03/24/2023	<b>Date Completed:</b>	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<hr/>			
<b>Description:</b> Marcus, Please fix the gate it will not open all the way and is dragging at the bottom.			
<hr/>			
<b>WO#:</b> 1129947	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> Clubhouse		<b>Category:</b>	Electrical
<b>Date Created:</b> 03/24/2023	<b>Date Completed:</b>	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<hr/>			
<b>Description:</b> Paradyme Microphone 7 is the one that does not work for zoom. Apparently for the zoom attendees, the sound is distorted and breaks up. thanks			
<hr/>			
<b>WO#:</b> 1129853	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 2287 Swarthmore Dr		<b>Category:</b>	Handyman
<b>Date Created:</b> 03/23/2023	<b>Date Completed:</b> 03/24/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	

<b>Description:</b> Marcus, Please check his downspout . The downspout is clogged			
<hr/>			
<b>WO#:</b> 1129847	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> Clubhouse	<b>Category:</b>	Other	
<b>Date Created:</b> 03/23/2023	<b>Date Completed:</b>	<b>Vendor:</b>	ELITE Service Experts
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<hr/>			
<b>Description:</b> May we please have a bike rack installed in front of the clubhouse. Marcus the facilities tech has it with him			
<hr/>			
<b>WO#:</b> 1129817	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 2287 Swarthmore Dr	<b>Category:</b>	Handyman	
<b>Date Created:</b> 03/23/2023	<b>Date Completed:</b> 03/23/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<hr/>			
<b>Description:</b> Marcus, Can you please go check the roof and gutter to see if it been cleaned.			
<hr/>			
<b>WO#:</b> 1129779	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 1102 Dunbarton Cir	<b>Category:</b>	Handyman	
<b>Date Created:</b> 03/23/2023	<b>Date Completed:</b> 03/23/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<hr/>			
<b>Description:</b> Marcus Homeowner has the gate lock. When ever you have time please call 707-372-1301 to install the gate lock thanks			
<hr/>			
<b>WO#:</b> 1129692	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 1355 Commons Dr	<b>Category:</b>	Roof	
<b>Date Created:</b> 03/22/2023	<b>Date Completed:</b> 03/28/2023	<b>Vendor:</b>	ADVANCED ROOF DESIGN INC
<b>Schedule Completion Date:</b>			

**Work Orders**  
**Nepenthe Association**

**FirstService**  
RESIDENTIAL

<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b>	ARD, Please proceed with roof repairs as described in proposal dated Dec. 21, 2022 in the amount of \$3,200. Thank you.	
<b>WO#:</b> 1129590	<b>Status:</b> Open	<b>Progress Code:</b> Request Sent
<b>Unit/Common Area:</b> 2265 Swarthmore Dr	<b>Category:</b>	Tree Maintenance
<b>Date Created:</b> 03/22/2023	<b>Date Completed:</b>	<b>Vendor:</b> *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b>	Grove There are branches on the roof at 2259 2261 2263 and 2265 Swarthmore Please remove	
<b>WO#:</b> 1129467	<b>Status:</b> Open	<b>Progress Code:</b> Request Sent
<b>Unit/Common Area:</b> 2245 Swarthmore Dr	<b>Category:</b>	Water Leak
<b>Date Created:</b> 03/21/2023	<b>Date Completed:</b>	<b>Vendor:</b> Critical Path Reconstruction Inc
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b>	CPR, Please look underneath the window on the left side of the home. Homeowner believes there is a water leak. Please provide a proposal to repair.	
<b>WO#:</b> 1129384	<b>Status:</b> Closed	<b>Progress Code:</b> Completed
<b>Unit/Common Area:</b> 505 Elmhurst Cir	<b>Category:</b>	Plumbing
<b>Date Created:</b> 03/21/2023	<b>Date Completed:</b> 03/21/2023	<b>Vendor:</b> FIRST CALL PLUMBING & SEWER SERVICE
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b>	Mike, Please check their sewer they are having issues. Home owners number is 916-600-6207( do not exceed 25,000)	
<b>WO#:</b> 1129380	<b>Status:</b> Open	<b>Progress Code:</b> Request Sent
<b>Unit/Common Area:</b> 2264 Swarthmore Dr	<b>Category:</b>	Plumbing
<b>Date Created:</b> 03/21/2023	<b>Date Completed:</b>	<b>Vendor:</b> FIRST CALL PLUMBING & SEWER SERVICE



**Work Orders**  
**Nepenthe Association**



<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Mike please clean the backed up sewer line NTE: \$2800.00 Thanks			
<b>WO#:</b> 1129118	<b>Status:</b> Closed	<b>Progress Code:</b>	Cancelled
<b>Unit/Common Area:</b> 2266 Swarthmore Dr		<b>Category:</b>	Roof Leak
<b>Date Created:</b> 03/20/2023	<b>Date Completed:</b> 03/20/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> A tarp has been placed over leak in roof, but I don't see an open ticket for a permanent repair.			
<b>WO#:</b> 1129107	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> 1071 Vanderbilt Way		<b>Category:</b>	Dry Rot
<b>Date Created:</b> 03/20/2023	<b>Date Completed:</b>	<b>Vendor:</b> Critical Path Reconstruction Inc	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> CPR, Please inspect for dry rot and water intrusion under picture window facing the Elmhurst pool and provide a proposal to repair. Water is coming into the house under the window.			
<b>WO#:</b> 1129089	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 2312 Swarthmore Dr		<b>Category:</b>	Lighting
<b>Date Created:</b> 03/20/2023	<b>Date Completed:</b> 03/24/2023	<b>Vendor:</b> RIVER CITY ELECTRIC	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Rivercity 2312 Swarthmore dr the street lights aren't working again and also at 1359 alleyways thru dunbarton Please fix			
<b>WO#:</b> 1129088	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> General		<b>Category:</b>	Gutter

**Work Orders**  
**Nepenthe Association**

**FirstService**  
RESIDENTIAL

<b>Date Created:</b> 03/20/2023	<b>Date Completed:</b>	<b>Vendor:</b>
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> Bailey Boys Gutter cleaning 816 Elmhurst ( re do gutter ) 1115 Commons 1366 Commons 505 Elmhurst 217 Elmhurst 2232 Swarthmore 2282 Swarthmore 2287 Swarthmore 1221 Vanderbilt 1112 Vanderbilt 1158 Vanderbilt 1221 Vanderbilt 1539 University 2244 Swarthmore Thanks		
<b>WO#:</b> 1129054	<b>Status:</b> Closed	<b>Progress Code:</b> Completed
<b>Unit/Common Area:</b> 205 Dunbarton Cir	<b>Category:</b> Light Bulbs	
<b>Date Created:</b> 03/20/2023	<b>Date Completed:</b> 03/24/2023	<b>Vendor:</b> RIVER CITY ELECTRIC
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> River City, Behind 205 Dunbarton in the alley all the lollypop lights are out. Please put inspect and repair. Thanks		
<b>WO#:</b> 1129021	<b>Status:</b> Closed	<b>Progress Code:</b> Completed
<b>Unit/Common Area:</b> 503 Dunbarton Cir	<b>Category:</b> Handyman	
<b>Date Created:</b> 03/20/2023	<b>Date Completed:</b> 03/27/2023	<b>Vendor:</b>
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> Marcus, Please replace the mailbox post. Thanks		
<b>WO#:</b> 1129009	<b>Status:</b> Closed	<b>Progress Code:</b> Completed
<b>Unit/Common Area:</b> 706 Elmhurst Cir	<b>Category:</b> Handyman	
<b>Date Created:</b> 03/20/2023	<b>Date Completed:</b> 03/21/2023	<b>Vendor:</b>
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> Marcus Homeowner will put the foil paper by the siding door. The caulking is cracked around the door. Please fill that and thank you.		

**Work Orders**  
**Nepenthe Association**

**FirstService**  
RESIDENTIAL

<b>WO#:</b> 1129008	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> 706 Elmhurst Cir		<b>Category:</b>	Roof Leak
<b>Date Created:</b> 03/20/2023	<b>Date Completed:</b>	<b>Vendor:</b>	ADVANCED ROOF DESIGN INC
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Hello There is leak by the kitchen. Please inspect the entire roof and fix, Please provide the office with updates thanks			
<b>WO#:</b> 1128741	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> 1263 Vanderbilt Way		<b>Category:</b>	Tree Evaluation
<b>Date Created:</b> 03/17/2023	<b>Date Completed:</b>	<b>Vendor:</b>	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Grove, Please look at the tree in front of 1263 Vanderbilt homeowners are worried that it is tilting.			
<b>WO#:</b> 1128670	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 1395 Commons Dr		<b>Category:</b>	Light Bulbs
<b>Date Created:</b> 03/17/2023	<b>Date Completed:</b> 03/24/2023	<b>Vendor:</b>	RIVER CITY ELECTRIC
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> River City, There is three lights out by 1395 Commons please check and repair. Thanks.			
<b>WO#:</b> 1128643	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 213 Elmhurst Cir		<b>Category:</b>	Handyman
<b>Date Created:</b> 03/17/2023	<b>Date Completed:</b> 03/22/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	

<b>Description:</b> Marcus, Her front gate is all chipped please go take a look.			
<hr/>			
<b>WO#:</b> 1128640	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> 310 Elmhurst Cir		<b>Category:</b>	Gate-front gate
<b>Date Created:</b> 03/17/2023	<b>Date Completed:</b>	<b>Vendor:</b>	Critical Path Reconstruction Inc
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<hr/>			
<b>Description:</b> CPR, Please provide proposal to rebuild rotted door jamb at front gate. Thank you.			
<hr/>			
<b>WO#:</b> 1128517	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> 208 Elmhurst Cir		<b>Category:</b>	Tree Maintenance
<b>Date Created:</b> 03/16/2023	<b>Date Completed:</b>	<b>Vendor:</b>	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<hr/>			
<b>Description:</b> Grove, Please remove the tree branch at 208 elmhurst			
<hr/>			
<b>WO#:</b> 1128491	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 215 Elmhurst Cir		<b>Category:</b>	Handyman
<b>Date Created:</b> 03/16/2023	<b>Date Completed:</b> 03/27/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<hr/>			
<b>Description:</b> Marcus Please check the back fence. Please see if this can be fixed. Thanks			
<hr/>			
<b>WO#:</b> 1128480	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> 1403 Commons Dr		<b>Category:</b>	Roof
<b>Date Created:</b> 03/16/2023	<b>Date Completed:</b>	<b>Vendor:</b>	ADVANCED ROOF DESIGN INC
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	

<b>Description:</b> Advance Roofing Please inspect the entire roof and repair. Thanks			
<hr/>			
<b>WO#:</b> 1128442	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> 1213 Vanderbilt Way	<b>Category:</b>	Light Poles	
<b>Date Created:</b> 03/16/2023	<b>Date Completed:</b>	<b>Vendor:</b>	RIVER CITY ELECTRIC
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<hr/>			
<b>Description:</b> The lollipop light in the Vanderbilt alley, between 1213 and 1215, is burned out. It is just north of that short driveway between 1213, 1215, and 1217.			
<hr/>			
<b>WO#:</b> 1128440	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 201 Elmhurst Cir	<b>Category:</b>	Handyman	
<b>Date Created:</b> 03/16/2023	<b>Date Completed:</b> 03/16/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<hr/>			
<b>Description:</b> Marcus please secure the gate latch thanks			
<hr/>			
<b>WO#:</b> 1128439	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 1623 University Ave	<b>Category:</b>	Handyman	
<b>Date Created:</b> 03/16/2023	<b>Date Completed:</b> 03/20/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<hr/>			
<b>Description:</b> Marcus Please check the back fence, needs to secure the slates. 407-782-6661 Thanks			
<hr/>			
<b>WO#:</b> 1128235	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> 1390 Commons Dr	<b>Category:</b>	Roof	
<b>Date Created:</b> 03/15/2023	<b>Date Completed:</b>	<b>Vendor:</b>	ADVANCED ROOF DESIGN INC
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	

<b>Description:</b> ARD, Please inspect roof for damage and make necessary repairs. Rain gutter was damaged by fallen limb on 3/14/23 and needs to be repaired. Thank you.			
<b>WO#:</b> 1128027	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 1 Adelphi Ct		<b>Category:</b>	Roof
<b>Date Created:</b> 03/14/2023	<b>Date Completed:</b> 03/14/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> vent cap was missing			
<b>WO#:</b> 1128026	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 717 Dunbarton Cir		<b>Category:</b>	Handyman
<b>Date Created:</b> 03/14/2023	<b>Date Completed:</b> 03/15/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Marcus, Can you please go on her roof and see if there is branches on her roof. If there is please let the office know.			
<b>WO#:</b> 1127794	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 816 Elmhurst Cir		<b>Category:</b>	Handyman
<b>Date Created:</b> 03/13/2023	<b>Date Completed:</b> 03/14/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Marcus, Please go check for dry rott on his garage door.			
<b>WO#:</b> 1127772	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> 2268 Swarthmore Dr		<b>Category:</b>	Light Pole
<b>Date Created:</b> 03/13/2023	<b>Date Completed:</b>	<b>Vendor:</b>	RIVER CITY ELECTRIC

**Work Orders**  
**Nepenthe Association**

**FirstService**  
RESIDENTIAL

<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> River City, Please replace the pole between 2268-2264 Swarthmore. The light pole was damaged by a fallen tree.			
<b>WO#:</b> 1127763	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 2322 Swarthmore Dr		<b>Category:</b>	Handyman
<b>Date Created:</b> 03/13/2023	<b>Date Completed:</b> 03/14/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Marcus, There is a hole in the downspout please inspect and repair. Thanks			
<b>WO#:</b> 1127760	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 2242 Swarthmore Dr		<b>Category:</b>	Handyman
<b>Date Created:</b> 03/13/2023	<b>Date Completed:</b> 03/14/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Marcus, Walkway at end of large greenbelt between 2242 Swarthmore - 1146 Vanderbilt put cones out to mark caution area ( large lifted panel of concrete) and please add to concrete replacement list.			
<b>WO#:</b> 1127755	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> 1170 Vanderbilt Way		<b>Category:</b>	Tree Maintenance
<b>Date Created:</b> 03/13/2023	<b>Date Completed:</b>	<b>Vendor:</b> *FRANK CARSON LANDSCAPE & MAINTENANCE INC.	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Grove, In the common area there is a strawberry tree touching the roof. Please prune away from roof. Thanks			
<b>WO#:</b> 1127749	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> 1112 Vanderbilt Way		<b>Category:</b>	Landscaping

Report Date : 03/29/2023

Page 11 of 22

**Work Orders**  
**Nepenthe Association**

**FirstService**  
RESIDENTIAL

<b>Date Created:</b> 03/13/2023	<b>Date Completed:</b>	<b>Vendor:</b> *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> Carson, Please move the bark and dirt away from siding (in front of unit). Thanks		
<b>WO#:</b> 1127733	<b>Status:</b> Closed	<b>Progress Code:</b> Completed
<b>Unit/Common Area:</b> 1016 Vanderbilt Way	<b>Category:</b> Handyman	
<b>Date Created:</b> 03/13/2023	<b>Date Completed:</b> 03/14/2023	<b>Vendor:</b>
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> Marcus, Please fill the holes in the turf area between 1016-1026 Vanderbilt. Holes caused by tree limb failure.		
<b>WO#:</b> 1127723	<b>Status:</b> Open	<b>Progress Code:</b> Request Sent
<b>Unit/Common Area:</b> 1372 Commons Dr	<b>Category:</b> Gutter	
<b>Date Created:</b> 03/13/2023	<b>Date Completed:</b>	<b>Vendor:</b> ADVANCED ROOF DESIGN INC
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> Advance Roof, There is a detached gutter on second story please re attach it. Thanks		
<b>WO#:</b> 1127594	<b>Status:</b> Closed	<b>Progress Code:</b> Completed
<b>Unit/Common Area:</b> 1130 Vanderbilt Way	<b>Category:</b> Handyman	
<b>Date Created:</b> 03/13/2023	<b>Date Completed:</b> 03/14/2023	<b>Vendor:</b>
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> Marcus, The rear gate has slats down. It is saved in her garage. Please paint them as well to match rest of fence. She will put the boards outside tmr 3/13/23.		
<b>WO#:</b> 1127398	<b>Status:</b> Closed	<b>Progress Code:</b> Completed

Report Date : 03/29/2023

Page 12 of 22



**Work Orders**  
**Nepenthe Association**

**FirstService**  
RESIDENTIAL

<b>Unit/Common Area:</b> Landscape	<b>Category:</b> Irrigation
<b>Date Created:</b> 03/10/2023	<b>Date Completed:</b> 03/10/2023
<b>Vendor:</b> *FRANK CARSON LANDSCAPE & MAINTENANCE INC.	
<b>Schedule Completion Date:</b>	
<b>Assigned To:</b>	<b>Phone:</b> <b>Fax:</b>
<b>Description:</b> Zone 1 Controller A Station 57 1131 Commons Dr. – Replace stuck valve	
<b>WO#:</b> 1127391	
<b>Status:</b> Closed	<b>Progress Code:</b> Completed
<b>Unit/Common Area:</b> 1045 Vanderbilt Way	<b>Category:</b> Handyman
<b>Date Created:</b> 03/10/2023	<b>Date Completed:</b> 03/13/2023
<b>Vendor:</b>	
<b>Schedule Completion Date:</b>	
<b>Assigned To:</b>	<b>Phone:</b> <b>Fax:</b>
<b>Description:</b> Marcus, Please adjust his gate he cannot open or close it. also please remove his bird nest above his front door. Thanks	
<b>WO#:</b> 1127347	
<b>Status:</b> Open	<b>Progress Code:</b> Request Sent
<b>Unit/Common Area:</b> 1113 Dunbarton Cir	<b>Category:</b> Tree Maintenance
<b>Date Created:</b> 03/10/2023	<b>Date Completed:</b>
<b>Vendor:</b> *FRANK CARSON LANDSCAPE & MAINTENANCE INC.	
<b>Schedule Completion Date:</b>	
<b>Assigned To:</b>	<b>Phone:</b> <b>Fax:</b>
<b>Description:</b> Grove, There is a limb on the roof please remove.	
<b>WO#:</b> 1127346	
<b>Status:</b> Closed	<b>Progress Code:</b> Completed
<b>Unit/Common Area:</b> 1113 Dunbarton Cir	<b>Category:</b> Handyman
<b>Date Created:</b> 03/10/2023	<b>Date Completed:</b> 03/14/2023
<b>Vendor:</b>	
<b>Schedule Completion Date:</b>	
<b>Assigned To:</b>	<b>Phone:</b> <b>Fax:</b>
<b>Description:</b> Marcus, There is a board missing on patio fence. Please fix thank you.	

**Work Orders**  
**Nepenthe Association**

**FirstService**  
RESIDENTIAL

<b>WO#:</b> 1127342	<b>Status:</b> Open	<b>Progress Code:</b> Request Sent
<b>Unit/Common Area:</b> Landscape	<b>Category:</b> Irrigation	
<b>Date Created:</b> 03/10/2023	<b>Date Completed:</b>	<b>Vendor:</b> *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> Zone 1 Controller A Station 24 6 Colby Ct. – Repair (2) broken Netafim lines Station 34 1051 Commons Dr. – Repair (1) broken Netafim line Station 35 1049 Commons Dr. – Replace (2) leaking sprinklers Station 46 1119 Commons Dr. – Repair (2) broken lateral lines in a root infested area and replace (1) leaking rotor Station 86 2329 Swarthmore Dr. – Repair (2) broken Netafim Lines Station 87 2329 Swarthmore Dr. – Repair (1) broken lateral line in a root infested are Station 93 2329 Swarthmore Dr. – Replace (1) leaking sprinkler		
<b>WO#:</b> 1127209	<b>Status:</b> Closed	<b>Progress Code:</b> Completed
<b>Unit/Common Area:</b> 709 Dunbarton Cir	<b>Category:</b> Roof Inspection	
<b>Date Created:</b> 03/09/2023	<b>Date Completed:</b> 03/10/2023	<b>Vendor:</b>
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> My house was tarped (temporarily, I thought) on Jan 10th in PM. Last week, someone from Dry Creek (Pietra, removal sub) to order materials and did not replace the black bag over the Solatube dome which had a hole in it due t the tree fall. And the black ba g over the tree puncture in the roof is now sagging with water like a bowl. Please have someone replace the bag over the skylight dome and inspect the bag over the puncture or tarp the two holes with visqueen, etc if necessary?		
<b>WO#:</b> 1127206	<b>Status:</b> Closed	<b>Progress Code:</b> Completed
<b>Unit/Common Area:</b> 709 Dunbarton Cir	<b>Category:</b> Handyman	
<b>Date Created:</b> 03/09/2023	<b>Date Completed:</b> 03/10/2023	<b>Vendor:</b>
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> south courtyard gate will not latch....AGAIN....just bounces away from the latch.		
<b>WO#:</b> 1127174	<b>Status:</b> Closed	<b>Progress Code:</b> Cancelled
<b>Unit/Common Area:</b> 207 Elmhurst Cir	<b>Category:</b> Tree Trimming	
<b>Date Created:</b> 03/09/2023	<b>Date Completed:</b> 03/14/2023	<b>Vendor:</b> *FRANK CARSON LANDSCAPE & MAINTENANCE INC.

Report Date : 03/29/2023

Page 14 of 22

**Work Orders**  
**Nepenthe Association**

**FirstService**  
RESIDENTIAL

<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Grove, Homeowner is requesting the trimming tree surrounding 207 Elmhurst. Many of the tree branches are directly above the roof. Please inspect and advise. Give report to office. Thanks			
<b>WO#:</b> 1127139	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> Landscape		<b>Category:</b>	Irrigation
<b>Date Created:</b> 03/09/2023	<b>Date Completed:</b> 03/09/2023	<b>Vendor:</b>	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Zone 7 Replace batteries for (13) battery operated controllers and program controllers			
<b>WO#:</b> 1127009	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> 1155 Vanderbilt Way		<b>Category:</b>	Lighting
<b>Date Created:</b> 03/08/2023	<b>Date Completed:</b>	<b>Vendor:</b>	RIVER CITY ELECTRIC
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Rivercity The lights are out by 1155 Vanderbilt and sounding area thanks			
<b>WO#:</b> 1127006	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 1473 University Ave		<b>Category:</b>	Handyman
<b>Date Created:</b> 03/08/2023	<b>Date Completed:</b> 03/08/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Marcus please check the front gate. Homeowner cannot lock the gate. call her at 415-307-5682			
<b>WO#:</b> 1126956	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 1653 University Ave		<b>Category:</b>	Irrigation

**Work Orders**  
**Nepenthe Association**

**FirstService**  
RESIDENTIAL

<b>Date Created:</b> 03/08/2023	<b>Date Completed:</b> 03/08/2023	<b>Vendor:</b> *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> Carson a wo to repair 3 lateral lines close by the valves this is not part of the stump grinding is a close location but not same area see picture thanks		
<b>WO#:</b> 1126733	<b>Status:</b> Closed	<b>Progress Code:</b> Completed
<b>Unit/Common Area:</b> 1137 Vanderbilt Way	<b>Category:</b> Handyman	
<b>Date Created:</b> 03/07/2023	<b>Date Completed:</b> 03/13/2023	<b>Vendor:</b>
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> Marcus Please call the homeowner to set up time for the inspection of water leak by her window.. Please check if this is gutter or the roof 916-952-9136 thanks		
<b>WO#:</b> 1126542	<b>Status:</b> Closed	<b>Progress Code:</b> Completed
<b>Unit/Common Area:</b> 1333 Commons Dr	<b>Category:</b> Handyman	
<b>Date Created:</b> 03/06/2023	<b>Date Completed:</b> 03/07/2023	<b>Vendor:</b>
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> Marcus please make an appointment with the homeowner regarding her gate. See if the gate can be secured in any way 9162969246 : 9163596338		
<b>WO#:</b> 1126541	<b>Status:</b> Open	<b>Progress Code:</b> Request Sent
<b>Unit/Common Area:</b> 511 Dunbarton Cir	<b>Category:</b> Pest Control	
<b>Date Created:</b> 03/06/2023	<b>Date Completed:</b>	<b>Vendor:</b> PEST CONTROL CENTER
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> Please Inspect for termites Thanks Per Jeff these are ants and will do the work after the repair is done		

**Work Orders**  
**Nepenthe Association**

**FirstService**  
RESIDENTIAL

<b>WO#:</b> 1126315	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 1539 UNIVERSITY Ave	<b>Category:</b>	Handyman	
<b>Date Created:</b> 03/04/2023	<b>Date Completed:</b> 03/07/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b>	Marcus , Can you please check her downspouts and gutters.		
<b>WO#:</b> 1126224	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 324 Elmhurst Cir	<b>Category:</b>	Landscape Request	
<b>Date Created:</b> 03/03/2023	<b>Date Completed:</b> 03/06/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b>	Previous request for 306 Elmhurst Circle. Sometime back I asked to have the walkways at my neighbor's address cleared as it had not been done for weeks. A couple weeks after my request the walks were cleared and I assumed they had received my request. Today I receive the notice that they now have a work order for something they have now been doing regularly. I feel embarrassed. The system is so slow it is making extra needless work for everyone.		
<b>WO#:</b> 1126208	<b>Status:</b> Open	<b>Progress Code:</b>	Work to be Verified
<b>Unit/Common Area:</b> 1581 University Ave	<b>Category:</b>	Drainage	
<b>Date Created:</b> 03/03/2023	<b>Date Completed:</b>	<b>Vendor:</b> *FRANK CARSON LANDSCAPE & MAINTENANCE INC.	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b>	Carson, The Board has approved the proposal to install two drains in the front of the unit for a fee not to exceed \$6,243.		
<b>WO#:</b> 1126188	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> Landscape	<b>Category:</b>	Irrigation	
<b>Date Created:</b> 03/03/2023	<b>Date Completed:</b>	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	

**Work Orders**  
**Nepenthe Association**

**FirstService**  
RESIDENTIAL

<b>Description:</b> Zone 7 Replace batteries for (13) battery operated controllers and program controllers			
<hr/>			
<b>WO#:</b> 1126055	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 310 Elmhurst Cir		<b>Category:</b>	Handyman
<b>Date Created:</b> 03/02/2023	<b>Date Completed:</b> 03/16/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<hr/>			
<b>Description:</b> Marcus please check for the dry rot on her gate post. Inform the office if this can be done or we need proposal. thanks			
<hr/>			
<b>WO#:</b> 1125866	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> General		<b>Category:</b>	Gutter
<b>Date Created:</b> 03/01/2023	<b>Date Completed:</b>	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<hr/>			
<b>Description:</b> Bailey Boys, Please clean these gutters 1 Adelphi court 1334 Commons 1359 Commons 1363 Commons 300 Dunbarton 301 Dunbarton 614 Elmhurst 616 Elmhurst 618 Elmhurst 2240 Swarthmore 1473 University 1005 Vanderbilt 1083 Vanderbilt 1342 Vanderbilt 2260 Swarthmore 2262 Swarthmore Thanks			
<hr/>			
<b>WO#:</b> 1125864	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 1355 Commons Dr		<b>Category:</b>	Handyman
<b>Date Created:</b> 03/01/2023	<b>Date Completed:</b> 03/03/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<hr/>			
<b>Description:</b> Marcus, Please check the man door, if needed please plywood. thanks			
<hr/>			
<b>WO#:</b> 1125722	<b>Status:</b> Open	<b>Progress Code:</b>	Request Sent
<b>Unit/Common Area:</b> 1473 University Ave		<b>Category:</b>	Landscape
<b>Date Created:</b> 03/01/2023	<b>Date Completed:</b>	<b>Vendor:</b>	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
<b>Schedule Completion Date:</b>			

**Work Orders**  
**Nepenthe Association**

**FirstService**  
RESIDENTIAL

<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> Carson Please check on the south side of this house for the drainage issue. She had water in her house and damaged her floor. Please inspect and send proposal the office. Thanks		
<b>WO#:</b> 1125616	<b>Status:</b> Closed	<b>Progress Code:</b> Completed
<b>Unit/Common Area:</b> 514 Dunbarton Cir	<b>Category:</b>	Handyman
<b>Date Created:</b> 02/28/2023	<b>Date Completed:</b> 03/01/2023	<b>Vendor:</b>
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> Marcus, PLease fix her fence one of the boards fell off by there garage side.		
<b>WO#:</b> 1125583	<b>Status:</b> Closed	<b>Progress Code:</b> Completed
<b>Unit/Common Area:</b> Landscape	<b>Category:</b>	Irrigation
<b>Date Created:</b> 02/28/2023	<b>Date Completed:</b> 03/08/2023	<b>Vendor:</b> *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Description:</b> Zone 1 Contoller A Station 3 2300 Commons Dr. – Replace (2) rotary nozzles not rotating Station 6 11 Colby Ct. – Repair (1) broken fitting in a root infested area Station 13 2314 American River Dr. – Replace (3) leaking rotors for 1804 with rotary nozzles Station 21 1035 Commons Dr. – Repair (1) broken fitting in a root infested area Station 28 2320 American River Dr. – Replace (4) broken 1804 sprinklers Station 57 1131 Commons Dr. – Replace (2) old sprinklers for 1806 sprinklers and Repair Netafim line Zone 2 Contoller B Station 5 2282 Vanderbilt Wy. – Replace broken 1806 sprinkler Station 36 1330 Vanderbilt Wy. – Repair broken Netafim line Station 36 1334 Vanderbilt Wy. – Repair broken lateral ¾ PVC Zone 3 Contoller C Station 15 1003 Dunbarton Cir. – Repair broken lateral ¾ PVC Zone 4 Contoller D Station 40 714-716 Dunbarton Cir. – Repair broken Netafim line Zone 5 Contoller E Station 42 1263 Vanderbilt Wy. – Repair broken Netafim line Zone 7 Contoller G Station 2 1531 University Ave. – Replace broken sprinkler Station 7 1557 University Ave. – Repair broken Netafim line Station 11 1455 University Ave. – Repair broken Netafim line Station 25 1521 University Ave. – Repair broken Netafim line damaged by a car Station 29 1581 University Ave. – Repair (2) broken Netafim lines		
<b>WO#:</b> 1125315	<b>Status:</b> Closed	<b>Progress Code:</b> Completed
<b>Unit/Common Area:</b> 2276 Swarthmore Dr	<b>Category:</b>	Handyman
<b>Date Created:</b> 02/27/2023	<b>Date Completed:</b> 03/03/2023	<b>Vendor:</b>
<b>Schedule Completion Date:</b>		
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>

Report Date : 03/29/2023

Page 19 of 22

<b>Description:</b> Marcus Some boards from her fence has fallen off. The boards are there onlyneeds to be nailed back on. Her unit will be going on the market on the 15th thanks			
<b>WO#:</b> 1125150	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 616 Elmhurst Cir		<b>Category:</b>	Gutter
<b>Date Created:</b> 02/27/2023	<b>Date Completed:</b> 03/08/2023	<b>Vendor:</b>	ADVANCED ROOF DESIGN INC
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Advance Roof Please replace the gutter at this unit thanks			
<b>WO#:</b> 1125098	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 1317 Vanderbilt Way		<b>Category:</b>	Roof Leak
<b>Date Created:</b> 02/27/2023	<b>Date Completed:</b> 03/10/2023	<b>Vendor:</b>	ADVANCED ROOF DESIGN INC
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Please inspect and repair any damanges on her roof. Thanks			
<b>WO#:</b> 1125016	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 3 Colby Ct		<b>Category:</b>	Handyman
<b>Date Created:</b> 02/26/2023	<b>Date Completed:</b> 03/03/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Macus please see what section of the down spout is missing. Down spout on back of unit missing section. Needs to be repaired or replaced.			
<b>WO#:</b> 1124973	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 300 Dunbarton Cir		<b>Category:</b>	Handyman
<b>Date Created:</b> 02/25/2023	<b>Date Completed:</b> 02/27/2023	<b>Vendor:</b>	



**Work Orders**  
**Nepenthe Association**



<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Marcus, Can you please check her gutters. Thanks			
<b>WO#:</b> 1124960	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> Cabana-Dunbarton		<b>Category:</b>	Handyman
<b>Date Created:</b> 02/25/2023	<b>Date Completed:</b> 02/27/2023	<b>Vendor:</b>	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Marcus, The doors closes to the pool will close but not lock please fix it. Thanks			
<b>WO#:</b> 1124886	<b>Status:</b> Closed	<b>Progress Code:</b>	Completed
<b>Unit/Common Area:</b> 410 Elmhurst Cir		<b>Category:</b>	Roof
<b>Date Created:</b> 02/24/2023	<b>Date Completed:</b> 02/27/2023	<b>Vendor:</b> ADVANCED ROOF DESIGN INC	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Advance Roof Please inspect and repair the roof by the vent, which is leaking through her microwave to the cabinet and stove thanks			
<b>WO#:</b> 1124804	<b>Status:</b> Open	<b>Progress Code:</b>	On hold for further verification
<b>Unit/Common Area:</b> 110 Dunbarton Cir		<b>Category:</b>	Drainage
<b>Date Created:</b> 02/24/2023	<b>Date Completed:</b>	<b>Vendor:</b> *FRANK CARSON LANDSCAPE & MAINTENANCE INC.	
<b>Schedule Completion Date:</b>			
<b>Assigned To:</b>	<b>Phone:</b>	<b>Fax:</b>	
<b>Description:</b> Per Carson manager, trees are lifting the walkway causing ponding. The roots cannot be pruned without damaging the trees. Recommends working with concrete contractor to raise the sunken portion of the walkway. Will have arborist examine trees during regular annual walk to determine health of trees. BL 2023-03-16 Carson, Please provide a proposal to correct the flooded walkway in front of this unit. Thank you.			



**Work Orders**  
**Nepenthe Association**

## Master Calendar Report.pdf

## Master Calendar - March 2023

Target	Task	Completed
3/1	Board Meeting: Closed 1:00 pm, Open 6:00 pm	3/1/23
3/3	Nepenthe News Published	3/3/23
3/6	Election Committee organizational meeting	3/6/23
3/8	Outreach Committee 4:00 pm	3/8/23
3/9	ARC Meeting 5:30pm	cancelled
3/14	Insurance, Legal and Safety Committee Meeting 5:30pm	3/14/23
3/16	Grounds Committee Meeting 3:00pm	3/16/23
3/22	Hearing invite to delinquent owners	3/23/23
3/17	Financials published and distributed to Board and Finance Committee	3/24/23
3/31/2023	Names of Self Nominated Board candidates due to Nepenthe Office	
3/27/2023	Finance Committee meeting 4:30 pm	3/27/23
3/31/2023	Candidates statements and pictures due to office (to be included in the April newsletter and Ballot Packets mailed to homeowners)	
3/29/2023	Lock in agendas 1)Record date 2)Approve Draft Annual Review 3)Approve Tax Returns 4) Determine whether to solicit competitive insurance quotes	3/29/23
3/29/2023	Committee Minutes due in mangement office	3/29/23
3/31/2023	Manager posts agenda and distributes Board packets	
<b>March 1, 2023 Closed Board Meeting</b>		
1	Member discipline: Reviewed compliance report	
2	Personnel: Committee Liaisons Reports	
3	Delinquencies: Reviewed DQ reports	
4	Delinquencies: Foreclosure Resolution 2058-01, 2210-01, 2487-02	
5	Delinquencies: Homeowner requests	
6	Approved minutes for Feb. 1 & 6 Exec Sessions	
7	Contract Negotiation: Approve proposal for drainage improvements at 1581 University, Carson Landscape, \$6,243 payable from Reserves	
<b>March 1, 2023 Closed Board Meeting</b>		
1	Member discipline: Hearing	
<b>March 1, 2023 Open Board Meeting</b>		
	Approved Consent Calendar: February minutes, January 2023	
1	Financial Statements, ARC applications	
2	Appoint Will Vizzard to Ad Hoc Siding Committee	

## Master Calendar - April 2023

Target	Task	Completed
4/5/2023	Board Meeting: Closed 1:00 pm, Open 6:00 pm	
4/5/2023	Record date for election	
4/5/2023	Notify Members of date and time by which, and the physical address where, ballots are to be returned by mail or handed to the inspector, the date, time and location of the meeting at which the ballots will be counted, and the names of all candidates that will appear on the ballot.	
4/7/2023	Manager mails Annual Review to membership and uploads tax returns to FirstService accounting department	
4/11/2023	Insurance, Legal, and Safety Committee Meeting 5:00 pm	
4/12/2023	Outreach Committee Meeting 4:00 pm	
4/13/2023	ARC Meeting 5:30 pm	
4/13/2023	Inspectors of Election Proofread Ballot	
4/20/2023	Grounds Committee Meeting 3:00pm	
4/20/2023	Financials published and distributed to Board and Finance Committee	
4/24/2023	Finance Committee meeting 4:30 pm	
4/24/2023	Mail notice to Committee Chairs- to submit new applications for June Board meeting	
4/24/2023	Ballot Packet, including statements and pictures, is mailed to homeowners (to be returned no later than May 24)	
4/26/2023	Committee Minutes due in management office	
4/26/2023	Lock in agenda for May Board Meeting	
4/28/2023	Manager posts agenda and distributes Board packets	
4/29/2023	Meet the Candidates Event	

**Architectural Review Committee Minutes March 2023.docx**

**NEPENTHE ARCHITECTURAL REVIEW COMMITTEE MINUTES**  
**March, 2023**

Meeting was cancelled. A subsequent special meeting was held while other business was conducted by email.

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

**B.2. Homeowner Requests Recommended to be Approved:** (With conditions if so noted.) (All votes unanimous unless otherwise noted).

1. **1467 University Avenue** -- Patio hardscape replacement requested in this 4400 model. The existing patio will be removed. The homeowner and Juan from Chavez Landscaping met with two ARC members. Chavez has designed the new concrete to meet necessary drainage requirements, draining toward the alley. The patio will consist of concrete rectangles resting on a gravel substrate, and there will be gravel separating the patio rectangles. The water collected via these gravel areas will be collected and thence drain westward through a 3-inch-diameter, buried drainpipe that will exhaust its water west of the fence into the common area bordering the alley. The homeowner and contractor were advised that the planned planter borders along the fence and neighbor's wall to the south must be several inches away horizontally from those structures and that soil and mulch must be two inches below the edge of the siding and fence. A planned water feature, we are told, has been deleted. However, the homeowner was advised that so long as a manufactured water feature envisioned for placement near the south fence is not permanently installed and can be removed to allow access for fence or siding maintenance, a water feature or fountain will be allowed. The backyard designer is to be Shelly Messner Landscape Design and the contractor is to be Chavez Landscaping (both previously been approved for Nepenthe hardscape replacements). Voting was conducted by email on March 9, 2023, with all five members voting yes. **Approval Recommended.**
2. **30 Adelphi Court** - New window creation; windows replacement; window removal and door installation requested in this 1384 model. Two 2 x 3 Ply-Gem dual-glazed vinyl-framed windows have been installed, one replacing the kitchen window on the first story and the second installed as a new window creation in a second-story bathroom. The kitchen patio sliding door was removed, then an exterior wall constructed, and a pre-hung swing door was installed in its place. The Board has asked the ARC to consider this application. The ARC met in special session on March 14, with five out of five members responding voting to deny this application. Please see Appendix A for discussion. **Approval Not Recommended.**
3. **1045 Vanderbilt Way** - Windows replacement in this Model 3000. One sliding patio door and eight windows are requested to be replaced, using Simonton DaylightMax dual-paned Contemporary Patio sliders and windows in Bronze exterior color in a retrofit installation. The contractor is to be C.E.C.S. with Gary Lee estimating. Voting was conducted by email on March 22, with all members voting yes. **Approval recommended.**

**B.2.A. Homeowner Requests Approved via Emergency Approvals:**

3. **Post Meeting: 2318 American River Drive** - Emergency replacement of the HVAC system is requested in this 1625 Model. A 3.0-Ton Trane XR16 Seer2 heat pump and Trane

R410A air handler are to be installed. The heat pump condenser will be sited in the original location, and the existing refrigerant line set will be re-used. No new wiring is required. The contractor is to be Buckley Heat Air Solar. Voting was conducted by email with all five members responding voting in the affirmative. **Emergency Approval granted March 18, 2023.**

**C. Old Business: Ongoing**

1. **Updating the Rules for Home Improvement and associated forms** - Paul Serafimidis worked on the draft Rules document and the Committee met to do a final review. Pat Singer worked on finalizing the document format and updated all related questionnaires and forms. The Committee will conduct one final review before submitting the documents to the Board for their review in April.

**D. New Business:**

1. **Architectural Estoppel Inspections performed:** 503 Dunbarton Circle, 1143 Vanderbilt Way, 1071 Vanderbilt Way, 3 Adelphi Court, 1449 University, 1197 Vanderbilt.

**E. Notices of Completion:** None.

Respectfully submitted, Pat Singer, A.R.C. secretary



## Appendix A Discussion of issues arising from the 30 Adelphi Court application

### Explanation of ARC's concerns

1. The application is incomplete.
2. The windows questionnaire turned in as part of the application states that the windows' exterior color will be white. Inspection of the recently created second-story bathroom window shows at least some white visible. White exterior windows framed are not allowed; we want bronze or dark brown.
3. There is no statement about the creation of a new window, and no explanation, rationale nor argument is presented. The window's placement does seem to alter the architectural appearance, being visible above the fence line and from the common area and alley. Admittedly, judging such a request is a subjective matter of esthetics largely, between whether such a window would detract from the architectural scheme of deliberate suppression of windows (i.e., bathrooms) versus the homeowner's wish to have a window. At least one such window location has been approved ten years ago, but that location was more concealed from the common area.
4. The application lacks a spec sheet for this Ply-Gem window. We are not given model number, nor measurements, etc. The floor plan has written on it "same style as existing windows," but this claim is incorrect because this window is a double-hung type, which is not the same as the sliding windows Nepenthe uses. Nor is there any statement about the necessary framing construction alterations nor creation of a rectangular "hole" in the siding and the attendant sealing against water.
5. About the kitchen window replacement, and the suitability of the product chosen, not enough information is given. The same omissions noted above apply.
6. About the removal of the patio sliding door and its replacement with wall and a side-hinged, swing door, several alterations to former patio doors have been approved over the years because largely they are not visible from the common area. Indeed, in the last two years a request to remove a kitchen patio slider and replace it with wall and a Dutch door received approval. The same omissions noted above apply. However, with this application we have no information about the necessary construction of this exterior wall, its waterproof membrane, its exterior siding (which presumably the homeowner implicitly expects the HOA to maintain) and its sealing against rain. Usually, we would rely on a City inspection, but the City building permit submitted to Nepenthe omits any mention of construction of an exterior wall, involving new balloon framing, drywall, waterproof membrane, siding and sealing against water intrusion, so there will be no inspection of these components.

## **Finance Committee Minutes February 27, 2023.docx**

## Minutes – Finance Committee Meeting

February 27, 2023, 4:30 pm

Present at meeting: Will Vizzard (m), Tara Zimmerman (m), Mary Gray(m), Bettsi Ledesma  
Observers: Carol Duke, Cheryl Nelson, Peter Pelkofer, Lisa Tafoya, Ashley Tangeraas, Nina White, Karen Lowrey

- 1) Approval of January minutes – Approved via email.
  - a. January Meeting recording is located at:  
<https://www.youtube.com/watch?v=hJQu2t7BKT4>
  - b. Ms. Gray wanted it noted that she did not receive or get a chance to provide feedback on the January minutes
    - i. Comments regarding landscaping numbers that may appear to be missing certain expenses.
    - ii. Reserve tracker was shown and not included and expressed concern that she (Ms. Gray) does not have information on the tracker. Ms. Ledesma commented that the tracker is not complete and is working through the spreadsheet details to ensure reporting captures items as discussed previously.
      1. Ms. Ledesma discussed and showed the invoices pending entry (primarily due to storm clean-up) and explained some of the nuances – such as expenditures on roof leaks may be at different invoice amounts as it represents inspection and repair (which repair costs may differ depending on repairs needed. Ms. Ledesma also indicated some expenses were reimbursed via insurance for mitigation efforts (such as tarp in on roofs pending repair)
      2. Ms. Ledesma showed the role of the finance committee (see attached), and noting A.5 concerning the committees role in reviewing contracted services, upon request of the Board .
        - a. Ms. Grey indicated she will ask the Board to ask the committee to review detailed invoices.
    - iii. Mr. Vizzard suggested adding an addendum to these (2/27) minutes or write a letter to the Board with the addendums so they are included in the next Board packet.
- 2) Homeowner comments/questions – None
- 3) Old business:
  - a. Follow-ups and updates on Board actions
    - i. T-111 Replacement Project – Mr. Vizzard Discussed the issue with calculating replacement costs. Ms. Ledesma will send architectural drawings for units to assist in determining number of sheets. Mr. Vizzard stated they would take the first 10-15 units to calculate the number of

sheets to determine what portion is being replaced and then extrapolate so to determine the percentage replacement, and subsequently impact on reserve and related replacement costs.

- ii. Investments – Mr. Vizzard stated the Board authorized recommendations for the investments at the meeting last month. With the change, return should be at least 4.5% on new CDs and would result in a substantial increase in interest income as the CDs mature or are cancelled.

4) New business:

a. Projected Reserve Expenses for 2023 and Review of Reserve Expenditures

- i. Numbers are not reflecting actual costs (pending spreadsheet update) and the storm damage has had an impact.
  - 1. Stump removal cost of \$87K approved at Executive Committee.
  - 2. Ms. Duke (Observer) inquired if the cost for storm damage to a patio fence was included in the review. Ms. Ledesma stated that the cost of the fence replacement would be covered under the claim.
- ii. Board is seeking to mitigate by taking conservative approach with expenses for the year.
  - 1. Example: Recreation equipment is due to be replaced but inspections indicate replacement is not necessary this year. HVAC replacement to be deferred as it is working fine. Dunbarton cabana carpeting is in poor condition, and may be subject to replacement. There was also discussion about Elmhurst tennis court costs.)
  - 2. Asphalt sealing – funds were committed last year, but work to be done this year.

b. Review of Operations Expenditures

- i. Ms. Ledesma walked through operating expenses indicating no items stood out for discussion.
- ii. Committee members had no other questions.

c. Committee Inquiries/Discussion

- i. Ms. Gray felt that the reserve interest revenue gain noted previously should be redistributed into the reserve account. Mr. Vizzard explained that the interest is an asset and it is not distributed month to month, as the targets/budget have already been established for the year but would be incorporated in calculating reserve contributions for the following year.

5) Next meeting: March 27, 4:30 p m

6) Meeting adjourned: 5:33 pm

Recording available at: <https://www.youtube.com/watch?v=b8gjG0mxmdY>

## **Grounds Committee Minutes March 2023.docx**

Grounds Committee Meeting Minutes  
March 16, 2023 @ 3:00 PM  
Nepenthe Clubhouse & Via Zoom

**Members Present**

Christina George, Chair & Zone 5 Steward	Joleen Hecht, Zone 3
Rick Lawrance, Zone 1	Don Landsittel, Zone 4
Diane Durawa, Zone 2	Nina White, Zone 4
Jim Shaw, Zone 2	Don Ellwanger, Zone 5 (via Zoom)
Jim Shaw, Zone 2	Joan Trotta, Zone 6

**Absent**

Linda Cook, Kathy Waugh, Lisa Tafoya

**Also Present**

Cheryl Nelson, Board Liaison	Oscar Lopez, Carson
Bettsi Ledesma, General Manager	Paul duBois, Grove
Czarina Hernandez, Front Office	

**Homeowners Present**

Carol Duke, Dan Durawa, Barbara Beddow, Peter Pelkofer, Maureen White, Lynne Goldsmith, Markus Dascher

**AGENDA ITEMS**

**Christina** called the meeting to order at 3:00 pm

**Minutes of Committee Meeting February 16, 2023**

On a motion by **Solveig** and seconded by **Diane**, the minutes were approved unanimously.

**Liaison Report**

**Bettsi** will be leaving her Nepenthe position; her last day will be March 30. The Board will be working with FirstService to recruit and hire a new General Manager. FirstService will provide support to Nepenthe homeowners during the recruitment period but will not always have someone on site. Until a new manager is in place, it is important that homeowners and committees follow established communication lines through their Chairs to the Board and everyone use the online service request form to report problems and request service.

**Grove Report**

- Paul duBois inspected several cedars in Nepenthe since the January event. His overall opinion of the cedars in Nepenthe is that they are healthy trees and that the trees that failed during the storm event had several factors that contributed to the failure none of which pertained to negative overall health or neglect. Oversaturation of the soil in a very short amount of time coupled with extremely high winds, sustained gusts reaching 60+ mph, isolated trees that did not have any buffer from the wind load and trees that were in specific areas were more susceptible to high wind load. The failures did not occur because the trees are unhealthy.

- Paul duBois has submitted a report on the cause of tree failure that occurred between December 31, 2022 – January 9, 2023. This report can be viewed on the Nepenthe website, click on Landscape Updates on the front page.
- Tree walks will begin at the end of March, 9am with Paul duBois. Schedule below:

DATE	ZONE
3/27/23 (MON)	1
4/24/23 (MON)	2
5/30/23 (TUES)	3
6/26/23 (MON)	4
7/31/23 (MON)	5
8/28/23 (MON)	6
9/25/23 (MON)	7

- Liquid Amber spraying will commence on as soon as conditions are ok. Some has begun but most will be started in 7 to 10 days. Jim Shaw requested that Grove advise the office the date of the scheduled spraying so that an eblast can be sent out to advise homeowners. Paul advised that a map of the liquid amber locations could be included.
- Due to the rain, annual pruning was delayed and is now scheduled to start on March 20<sup>th</sup>. Crews will be working Tuesday – Friday.
- Due to the rain, restoration work on the two broken redwoods at 1149 Vanderbilt was also delayed. A crane is now scheduled for March 23<sup>rd</sup>.
- Tree at 2266 Swarthmore is still alive.

#### Carson Report

- Insect/Fungus and Fruit Prevention spraying is scheduled for the week of March 27<sup>th</sup>
- Irrigation checks are still in progress. Technicians are working in zone 1
- Howe Berm detail has been completed in zone 1. Detailing is still in progress in zone 3
- Irrigation has been turned off throughout the community.
- Water pooling at 110 Dunbarton cannot be remedied by drainage. Will need pavement work.
- 1581 University work is complete.

#### Zone Walks

Zone 2 Walk Notes were reviewed. Moving forward zone stewards will now be responsible for compiling their zone walk notes. These notes are to be forwarded to the Grounds Chair following a walk. **Bettsi** will forward her zone walk template to **Christina** who will distribute it to stewards.

#### Adjourned 4:20 pm

**Next meeting:** Thursday, April 20<sup>th</sup>, 3:00 pm, Clubhouse lounge and Zoom

## Outreach Minutes March.pdf



## Nepenthe Outreach Committee Meeting Minutes

March 8, 2023

4:00PM

Nepenthe Clubhouse

### **Present:**

Marcy Best, Chair  
Pam Livingston  
Bonnie Jacobson  
Theresa McCrackin  
Jan Beale  
Pat Furakawa  
Nancy Arndorfer  
Inga Holmquist  
Gerry Gelfand  
Carol Duke  
Jean Dascher  
Joan Barrett, Secretary

### **Not Present:**

Joyce Earl  
Bill Olmsted  
Judy Brewington  
Hallie Henle

### **Guests**

Peter Klein  
Karen Lowrey  
Bettsi Ledesma

The meeting was called to order at 4:00PM by chair, **Marcy Best**.

The previous minutes for February, 2023 needed no adjustment or changes.

### **Old Business**

**Good Neighbor Bingo- Bonnie** said that the event was well attended and that the participants had such a good time that many asked that the event be repeated. Having another Bingo Night was discussed for September and the consensus was mixed as to the best time to schedule the event.

**Bonnie** said that she brought flowers to Joan Roberts, the hilarious caller for the Bingo, who said that she would be happy to present another Bingo Night later in the year.

### **Roustabouts**

**Hallie**, through **Jean**, brought up the situation of having a group of people who are physically able to set up and take down the folding tables and chairs for events who could be called upon to prepare the room or patio area for events. The handyman for Nepenthe, Marcus, can also be utilized for these activities by providing a diagram to him of the set up prior to the event.

Bettsi recommended a list of couples who had been receptive to set up and clean up in the past who may be willing to help. **Pam** will contact those to confirm that they are willing to provide this service.

### **New Residents**

**Hallie**, through **Jean**, said that there were two new residents at one address to provide materials about living in Nepenthe. **Bettsi** explained that they were renting while the owner repaired damage to the house from a tree falling on it. **Jean** said that she would deliver a packet to the address.

### **Announcement**

**Bettsi** announced to the committee that she has accepted a position at an over-55 development in El Dorado Hills and will be leaving Nepenthe at the end of March. She expressed that the new position is aligned with the circumstances in which she has sought to work since she began her career in property management. The committee expressed their regret at losing her invaluable knowledge base and elegant demeanor while supporting her career advancement.

### **Accounting System Update**

**Pam** reported that the Outreach Committee has \$1,326.80 on hand. The procedure to shorten the length of time that people have to wait to be reimbursed is that the monies will be kept in the office. Reimbursement can be accomplished with proper receipts within a 10-day period by presenting their receipts to the office staff.

## **New Business**

### **Parking Lot Sale**

**Hallie, through Jean**, announced the parking lot sale at Nepenthe on April 22nd. Various means of publicizing the event were discussed, including an announcement in the regular Friday newsletter currently generated by Bettsi. Gerry will make several announcements leading up to the date by way of the Neighbor 2 Neighbor email list. **Marcy** will make sure that the Villages residents are aware of the date and duplicate flyers will be posted at the venues in the Villages. Karen suggested NextDoor as a means of letting people know.

### **Jazz at the Pool**

**Marcy** shared that we have engaged a resident musician who, along with another musician, will perform at a Jazz by the Pool on June 25th, from 7:00-9:00PM. The process for purchasing tickets and the price remains the same.

## **New Events**

### **Easter Egg Hunt**

This will be a Neighbor 2 Neighbor event and be held in the Playground in the Villages on April 8th. Cheryl Nelson has requested volunteers to stuff eggs, hide eggs, monitor the proceedings and set up and clean up.

### **Newsletter Spotlight**

The Outreach Committee will have a section of the Nepenthe Newsletter to inform people of current and future events. It was envisioned that every committee member take a turn to write an article for this newsletter.

### **Brainstorm**

Some activity ideas that were suggested were: a talent show; line dance lessons; rock painting; yoga and tai chi classes among others. Marcy requested ideas for the next meeting.

The meeting was adjourned at 5:10PM

Respectfully submitted,

Joan Barrett, Secretary

**Information to the Board**

There is no information to the Board at this time.

**Request for Board action**

There is no request for Board action at this time.

**Next Outreach Committee Meeting will be Wednesday, April 12th, 2023 at 4:00PM- Nepenthe Clubhouse**

## Correspondence - Joan Barrett.pdf

Joan Barrett  
1100 Dunbarton Circle  
Sacramento, CA 95825

March 3, 2023

Nepenthe Board of Directors  
1131 Commons Dr.  
Sacramento, CA 95825

To:  
Markus Dascher  
Cheryl Nelson  
Jackie Grebitus

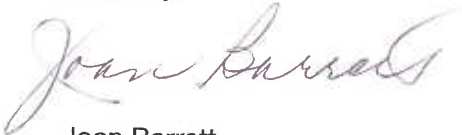
Thank you for taking on the thankless task of managing our Association. I am aware of how much time and dedication it takes to keep track of the process that guides our Association and you all have carried on doing this while facing attacks to your integrity and honesty.

I am very grateful to those who spend their free time to maintain this neighborhood and landscape and do the thankless tasks to govern this group. I'm very impressed that you maintain civility and patience in the face of blatant libel and slander.

Just know that you have admirers and supporters among the residents who are not accusing you of malfeasance. We, who I believe are the majority, question the motives of those who are actively misleading the residents.

Please accept my gratitude for your service.

Sincerely,



Joan Barrett

Joan Barrett  
1100 Dunbarton Circle  
Sacramento, CA 95825

March 3, 2023

Betsi Ledesma, General Manager  
Nepenthe HOA  
1131 Commons Dr.  
Sacramento, CA 95825

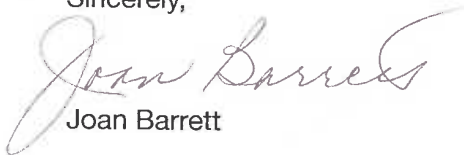
Dear Betsi,

Thank you for your work on behalf of the residents of Nepenthe. Most of us here appreciate everything that you do with such grace and patience. It's hard to stress how much I, and most of us here, recognize your extraordinary abilities and wish to support you any way that we can.

I'm sorry that you've had to endure the allegations and innuendos in such a hostile environment and hope that you know that the abhorrent activities of a few do not constitute the general attitude in this neighborhood.

I'm very grateful that you've remained steadfast in such a difficult atmosphere.

Sincerely,

  
Joan Barrett

## **Correspondence - Pat and Judith Jones.pdf**



March 3, 2023

Board of Directors, Nepenthe  
Campus Commons

Dear Board of Directors,

We are writing to share our perspective on the work of the Board of Directors, the Management of Nepenthe, and the various committees. We frequently take for granted the hard work that is invested in our community. The fact is that the Management, Board and Committees put in many, many hours to make this community a very special place.

It is easy to cast stones without knowledge of what actually goes on. That is a disservice to the staff, the Board and the committees. Does that mean that mistakes are not sometimes made? Of course not. But the fact is that we are very fortunate to have very dedicated staff and volunteers willing and able to address the many issues that arise here.

In the two plus years that we have lived in Nepenthe, we have needed assistance a number of times with installation of windows, replacement of a fence, and general questions about guests, parking, etc. The staff has ALWAYS responded immediately and thoughtfully to our questions and concerns.

We know there are concerns about the rise in our monthly dues but the fact is that costs are going up, not just in our community but throughout the state and country. We believe that the Board and committees have done a good job of analyzing costs and raising dues while addressing community needs. Is landscaping expensive? Yes, it is, but consider the size of the community, the number of trees and their age. It is important that we continue to maintain the quality and character of the community which is inextricably tied to nature.

In conclusion, we want the Board, staff, and Committee members to know that we very much appreciate the work they do, without which Nepenthe would not be the very special community that it is.

Sincerely,



Pat Jones



Judith Jones

100 Elmhurst Circle

**Correspondence - Nina White.pdf**

March 24, 2023

Last fall at a Board Meeting, I requested that we look into safety equipment around the lap pool as there is no easy way to get an incapacitated swimmer out of that pool safely. There was a discussion around adding rescue boards to the pools for safety purposes. Since the pools will be reopening soon, I was wondering if there has been any progress. The lap pool is not ADA compliant and poses a significant risk to our aging community.

Thank you in advance for your consideration.

Nina White

1109 Dunbarton Circle

## Correspondence - Alan Watters.pdf

March 29, 2023

To the Board of Directors of the Nepenthe Association

I wish to point out two matters having to do with gaps in the exterior envelope of my home. While much repair to the interior and exterior are to take place in the coming months, it might be a good time to address these problems.

First, now that the sheet rock and insulation are removed in some rooms, it is evident that in the siding on the second-story (south) wall of the master bedroom, there is a gap between the edges of two T-111 siding panels with tears in the tar paper such that light can be seen in a vertical line. In my admittedly limited experience of the installation of T-111 siding, I have noticed that some panels are designed to have an overlap so that there is no such gap. Is such a gap *not* supposed to occur in siding installation?

Second, when Nepenthe instituted the new roofs in about 2009, the fascia boards on the side walls were replaced. The problem is that in my attic every few inches on the inside of these exterior walls, just under the edge of the roof, there exist gaps that admit sunlight. I'd hope that they are too small to admit rodents; over the years the exterminators dealing with the rats in our attic have warned that they can enter through holes the size of a coin, etc.

When I noticed this problem years ago, I brought it to the attention of Nepenthe management, but the Nepenthe staffer sent to investigate, told me flatly that such a problem as I had discovered was "impossible," and my complaint died.

What I suspect is that the siding or at least fascia-installing crew did, when they did not have the correct size board to create the "staggered" layering of two or more fascia boards, was to use boards of an insufficient width and offset them in the arrangement so that from the outside, all looks OK, but inside there is a continuous hollow that should have been filled by fascia board.

Or perhaps my guess is wrong and there is another cause. My experience is that before reroofing, the attic was sealed and these areas at the edge of the roof were in darkness, and now there are regular small areas of sunlight to be seen all along the north and south edges of my roofs.

Could you please have one of the contractors take a close look at this?

I appreciate your assistance and I thank you for your long and hard work as directors.

Alan T. Watters

1149 Vanderbilt Way

## NEP 2023-3-1 Open Session Minutes.pdf

## NEPENTHE ASSOCIATION

### Open Session Nepenthe Board of Directors

March 1, 2023 6:00 PM  
Nepenthe Clubhouse  
1131 Commons Drive  
Sacramento, 95825

#### MINUTES

##### Directors Present

MARKUS DASCHER TTEE - President  
ASHLEY TANGERAAS - Member at Large  
JACQUELYN GREBITUS - Treasurer  
CHERYL NELSON - Vice President/Secretary

##### Directors Absent

None

##### Additional Attendees

Betsi Ledesma, CMCA, AMS, General Manager, FirstService Residential  
Nirmal Dhesi, Assistant Community Manager, FirstService Residential  
Czarina Hernandez, Receptionist, FirstService Residential  
Andi Helms, CMCA, Vice-President Sacramento Region, FirstService Residential

#### I. CALL TO ORDER

The meeting was called to order at 6:00 PM.

#### II. EXECUTIVE SESSION ACKNOWLEDGEMENT/ANNOUNCEMENT

In accordance with Civil Code Section 4935(a) the Board met in Executive Session on February 6 and March 1, 2023, to consider litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon the member's request, regarding the member's payment of assessments, as specified in Civil Code.

They took the following actions at the February 6th session:

Personnel: Re-assigned officer positions in light of President's resignation
Contract Negotiations: determined to not proceed with Irrigation Balancing Project in 2023
Contract Negotiations: Approve proposal to remove stumps of failed trees, Carson Landscape, \$86,580
Contract Negotiations: Approve proposal for corrective pruning, Grove, \$11,850
Contract Negotiations: Approve proposal for corrective pruning, Grove, \$2,700

Contract Negotiations: Approve proposal for corrective pruning, Grove, \$1,440
Member Discipline: Impose Special Individual Assessment for NEPEN 2374-03 to reimburse Nepenthe for work completed on unit that was homeowner's responsibility.

The Board took the following actions at the March 1 meeting:

Member discipline: Reviewed compliance report
Personnel: Committee Liaisons Reports
Delinquencies: Reviewed DQ reports
Delinquencies: Foreclosure Resolution 2058-01, 2210-01, 2487-02
Delinquencies: Homeowner requests
Approved minutes for Feb. 1 & 6 Exec Sessions
Contract Negotiation: Approve proposal for drainage improvements at 1581 University, Carson Landscape, \$6,243 payable from Reserves

### III. REPORTS

#### **A. CONSTRUCTION MANAGER'S REPORT**

The Board accepted the report of the Phase I Construction Manager, Paul Reeves.

#### **B. GENERAL MANAGER'S REPORT**

The Board accepted the report of General Manager Bettsi Ledesma.

### IV. COMMITTEE UPDATES

Architectural Review Committee Chair Alan Watters provided a brief verbal report in addition to the submitted minutes.

Finance Committee member Will Vizzard provided a brief verbal report in addition to the submitted minutes.

Grounds Committee Chair Christina George provided brief verbal report in addition to the submitted minutes.

Architectural Review Committee Chair Alan Watters provided brief verbal report in addition to the submitted minutes.

The Board expressed gratitude for the Insurance, Legal & Safety Committee's Insurance and Flood Forum held February 16.

Outreach Committee Chair Marcy Best provided brief verbal report in addition to the submitted minutes, highlighting some upcoming events: April 22 Parking Lot Sale, June 25 Jazz at the Pool.

### V. HOMEOWNER FORUM

The directors made note of the homeowners' comments and will determine whether future Board action is warranted.



## VI. HOMEOWNER CORRESPONDENCE

The Board reviewed the correspondence and may include issues raised on future agendas.

## VII. CONSENT CALENDAR

### Resolved

The Board approves Consent Calendar Items A to C as presented.

**Motion:** JACQUELYN GREBITUS

**Second:** CHERYL NELSON

▶ **Resolved**  
*The motion passed unanimously*

### A. APPROVAL OF MINUTES

#### Resolved

The Open Session Minutes dated February 1, 2023 are approved as presented.

### B. FINANCIAL STATEMENT

#### Resolved

The Board accepts the Association's income statement for January 2023 comparing actual results to budget, reserve statement, bank statements and reconciliations, check history report and general ledger as presented, subject to an annual audit. The report reflects a year-to-date net operating income of \$29,509 and year-to-date reserve funding of \$428,172 compared to the year-to-date reserve funding budget of \$187,621. The actual year-to-date operating expenses were \$154,825. The budgeted year-to-date operating expenses were \$154,038. The association has \$182,336 in operating funds, which represents .53 months of budgeted expenses and reserve contributions. The association has \$11,107,007 in reserve funds.

### C. ARCHITECTURAL APPROVALS

#### Resolved

The Board affirms the recommendations of the Architectural Review Committee as noted below:

Address	Improvement	Recommendation
1016 Dunbarton	Windows & Patio Sliders	Approval
806 Dunbarton	Retractable Awning	Approval
1396 Commons	Window Glass	Emergency Approval
1219 Vanderbilt	HVAC Replacement	Emergency Approval

## VIII. NEW BUSINESS

### A. APPOINT WILL VIZZARD TO AD HOC COMMITTEE ON SIDING

#### Resolved

The Board appoints homeowner in good standing, Will Vizzard, to serve as an ad hoc Siding Committee to review the current siding work and make recommendations for future siding projects.

**Motion:** MARKUS DASCHER TTEE

**Second:** CHERYL NELSON

▶ **Resolved**  
*The motion passed unanimously*

**IX. SECOND HOMEOWNER FORUM**

The directors made note of the homeowners' comments and will determine whether future Board action is warranted.

**X. NEXT BOARD MEETING**

The Association's next open Board meeting will be held April 5, 2023 at 6:00 pm..

**XI. ADJOURN**

The meeting was adjourned at 7:27 pm.

---

APPROVED

---

DATE

## **NEP 02-23 Financial ABBREVIATED.pdf**

**NEPENTHE ASSOCIATION**  
**CASH BASIS FINANCIAL STATEMENTS**  
**FOR THE MONTH AND TWO MONTH(S) ENDED**  
**FEBRUARY 28, 2023**

**CONTENTS**

FINANCIAL SUMMARY REPORT	
CASH FLOW REPORT	
COMPARATIVE BALANCE SHEET	A
INVESTMENT REPORT	B
GENERAL RESERVE FUND BALANCE SUPPORT SCHEDULE	C
INCOME STATEMENT	D
INCOME STATEMENT FOR 12 MONTHS ENDING	EA
SUB ACCOUNT LEDGER	FA
GENERAL LEDGER	F
TRANSACTION REGISTER	G
RECEIPTS STATEMENT	H
DISBURSEMENTS REPORT	I
CHECK HISTORY REPORT	J
BANK RECONCILIATIONS	

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

PREPARED BY:



**Nepenthe's Year To Date Cash Flow**

<b>Source</b>		<b>Operations</b>	<b>Reserves</b>
<b>Beginning Balance</b>	<b>1/1/2022</b>	<b>125,828</b>	<b>11,113,960</b>
<b>Plus</b>	Income	892,860.41	
	Reserve Investment Income		159,102
	Contributions to Reserves		562,644.63
	Accounts Payable	81,000	
	Processing Fees		
	Prepaid Utilities	0	
	Prior Year Interest	0	
<b>Less</b>	Operating Expenses	(310,143)	
	Reserve Funding	(577,949)	
	Reserve Expenses		(497,054.47)
	Pending Reserve Transfer		
	Due from Vendor		
	Due to Operating		15,304
	Prepaid Insurance		
	Processing Fees		
	Receiv: #		
<b>Ending Balance</b>	<b>2/28/2023</b>	<b>184,596</b>	<b>11,353,956</b>

**Budget Report**

Actual Income - Year-to-date	\$ 1,051,961.92
Budgeted Income - Year-to-date	\$ 683,318.00
Produced a positive Year-to-date income variance of	\$ 368,643.92

Actual Expenses and Reserve Contribution - Year-to-date	\$ 1,047,193.56
Budgeted Expenses and Reserve Contribution - Year-to-date	\$ 683,318.00
Produced a negative Year-to-date operating expenses variance of	\$ (363,875.56)

The two combined variances produced a positive Year-to-date variance of \$ 4,768.36

**Other Information**

Unpaid assessments at	2/28/2023	were:	\$ 32,787.61
Prepaid assessments at	2/28/2023	were:	\$ 62,912.13

**NEPENTHE ASSOCIATION**  
Financial Summary



Fiscal Year End: **December 31, 2023**

For the Month Ended: **February 28, 2023**

**CASH SUMMARY**

	This month	Last Month	Change in Cash	
Operating cash	184,595.89	182,336.45	Increase in Cash	2,259.44
Reserve cash	11,353,955.87	11,107,006.78	Increase in Cash	246,949.09
Adj Operating Cash (see note 1)	121,683.76	118,188.67	Increase in Cash	3,495.09
Average budgeted expenses / month	341,659.00			
Average # of months of available cash	0.54			
Percent Funded Per 2018 Reserve Study	186.0%			

**ASSESSMENT SUMMARY**

Prepaid Utilities	
Monthly Assessment Budget	337,480.00
Assessment Cash Received	317,190.20

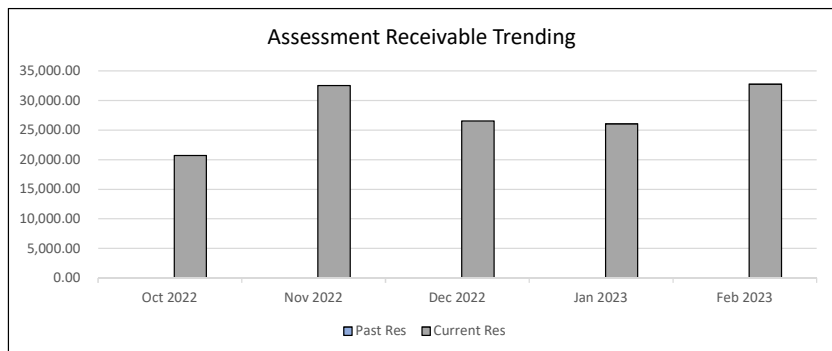
**Total Assessments Receivable**

0-30 days late (see note 2)	13,011.36
31-60 days late	5,855.30
61-90 days late	3,150.00
<u>over 90 days late</u>	<u>10,770.95</u>
Total Assessments Due	32,787.61

<u>Other Receivable</u>	39,051.75
Total Owners Receivable	71,839.36

Past Residents Assessments Rec. 0.00

Prepaid Assessments 62,912.13



**OPERATING SUMMARY**

Category	February Expenses	YTD Expenses	YTD Budget	YTD Variance	Negative YTD Variances > \$2000
Utilities	13,265	26,397	18,694	(7,703)	
Landscape	45,100	93,080	91,256	(1,824)	
Common Area	12,035	23,113	27,300	4,187	NSPOUT
Management/On-Site Admin	46,548	90,907	85,226	(5,681)	
Insurance	38,370	76,647	85,600	8,953	
<b>Total Operating Expenses</b>	<b>155,318</b>	<b>310,143</b>	<b>308,076</b>	<b>(2,067)</b>	Spending overbudget year-to-date
YTD Profit/(Loss)		4,768			

**RESERVE SUMMARY**

Contribution to Reserves this month:	187,621.00	Reserve Disbursements this month:	61,928.60
Contribution to Reserves Year-to-Date:	577,948.63	Reserve Disbursements Year-to-Date:	497,054.47
Interest on reserve funds Year-to-Date:	159,101.51		

**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.
3. Insurance Claim of \$202,707.63 added directly to reserves, will not reflect on income statement, nor will it offset the budget.

NEPENTHE ASSOCIATION  
 COMPARATIVE BALANCE SHEET  
 02/28/2023

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	184,595.89	182,336.45
PETTY CASH	150.00	150.00
RESERVE ACCOUNT FUNDS	11,353,955.87	11,107,006.78
	-----	-----
TOTAL CASH AND INVESTMENTS	11,538,701.76	11,289,493.23
OTHER ASSETS		
DUE TO OPERATING	(15,304.00)	(15,304.00)
DUE FROM RESERVES	15,304.00	15,304.00
UNFUNDED RESERVES	187,621.00	187,621.00
RECEIVABLE FROM MANAGEMENT	900.00	900.00
	-----	-----
TOTAL OTHER ASSETS	188,521.00	188,521.00
TOTAL ASSETS	11,727,222.76	11,478,014.23
	=====	=====
LIABILITIES		
-----		
ACCOUNTS PAYABLE	81,000.00	54,000.00
UNFUNDED RESERVES	187,621.00	187,621.00
	-----	-----
TOTAL LIABILITIES	268,621.00	241,621.00
MEMBERS EQUITY		
-----		
GENERAL RESERVE FUND BALANCE	11,338,651.87	11,091,702.78
OPERATING FUND BALANCE-BEG OF YEAR	115,181.53	115,181.53
CURRENT YEAR INCOME/(LOSS)	4,768.36	29,508.92
	-----	-----
TOTAL LIABILITIES & MEMBERS EQUITY	11,727,222.76	11,478,014.23
	=====	=====

NEPENTHE ASSOCIATION  
RESERVE FUND BALANCES SUPPORT SCHEDULES  
02/28/2023

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>						
23103 INTEREST ON RESERVE FUNDING	127,480.22	(127,480.22)	159,101.51	0.00	0.00	159,101.51
22872 GYM/WORKOUT FACILITY	28,096.81	393.62	275.00	0.00	0.00	28,765.43
22960 PAINTING-INTERIOR RESERVES	19,004.86	262.50	184.00	0.00	0.00	19,451.36
23014 CONCRETE REPAIRED RESERVES	105,325.77	5,854.83	4,097.00	0.00	0.00	115,277.60
23058 GENERAL RESERVES	(8,850.00)	8,850.00	0.00	0.00	0.00	0.00
23120 ROOF RESERVES	5,741,296.50	100,787.94	70,521.00	(2,080.00)	(2,170.00)	5,908,355.44
23122 POOL/SPA RESERVES	170,224.32	3,932.20	2,751.00	0.00	0.00	176,907.52
23127 FENCING RESERVES	272,159.66	7,053.45	4,935.00	(4,568.63)	(2,427.02)	277,152.46
23130 CONTIGENCY RESERVES	(32,204.00)	32,204.00	0.00	0.00	0.00	0.00
23133 IRRIGATION RESERVES	296,810.89	14,973.82	10,477.00	0.00	(2,250.00)	320,011.71
23146 SIGNS RESERVES	41,889.57	529.04	370.00	0.00	0.00	42,788.61
23178 PAVING RESERVES	656,448.79	16,618.10	11,628.00	0.00	0.00	684,694.89
23199 RESERVE STUDY RESERVES	3,586.01	237.48	166.00	0.00	0.00	3,989.49
23201 PRIOR YEAR FUNDING	181,720.00	(181,720.00)	187,620.00	0.00	0.00	187,620.00
L23133 OUTDOOR EQUIPMENT RSRV	(604.42)	6.43	5.00	0.00	0.00	(592.99)
L23135 PAINT EXTERIOR RSRV	1,090,119.16	19,288.33	13,496.00	(28,000.00)	(7,000.00)	1,087,903.49
L23136 STRUCTURAL REPAIRS RSRV	2,015,024.79	58,600.66	42,895.63	(1,289.97)	(114,486.85)	2,000,744.26
N22911 UNDERGROUND UTILITY RSRV	(49,426.06)	1,993.25	1,945.00	0.00	(11,400.00)	(56,887.81)
N23017 CLUBHOUSE RENOVATION RSRV	377,760.70	4,288.43	3,001.00	0.00	0.00	385,050.13
N23130 MISCELLANEOUS RSRV	78,393.79	620.39	434.00	0.00	0.00	79,448.18
N23274 TENNIS COURT RSRV	100,193.56	1,874.99	1,312.00	0.00	0.00	103,380.55
N23275 GROUNDS RESERVE	(260,674.11)	14,973.82	120,954.00	(13,400.00)	(75,900.00)	(214,046.29)
N23282 TREE REMOVAL ANNUAL MAINT RSRV	154,538.39	14,973.82	100,000.00	(10,130.00)	(214,275.00)	45,107.21
N22991 POLE LIGHT REPAIRS RSRV	(9,659.00)	883.12	882.00	(2,460.00)	(5,217.00)	(15,570.88)
<b>TOTAL GENERAL RESERVES</b>	<b>11,098,656.20</b>	<b>0.00</b>	<b>737,050.14</b>	<b>(61,928.60)</b>	<b>(435,125.87)</b>	<b>11,338,651.87</b>



NEPENTHE ASSOCIATION  
INCOME STATEMENT  
02/28/2023

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>									
317,190.20	337,480	(20,289.80)	14000	HOMEOWNER ASSESSMENT REVENUE	681,831.06	674,960	6,871.06	4,049,760	3,367,928.94
0.00	2,000	(2,000.00)	14087	EASEMENT AGREEMENT	5,476.95	4,000	1,476.95	24,000	18,523.05
184.93	150	34.93	14101	INTEREST ON PAST DUE ASSESSMENTS	479.05	300	179.05	1,800	1,320.95
60.00	130	(70.00)	14110	KEY REVENUE	60.00	260	(200.00)	1,560	1,500.00
505.00	499	6.00	14113	CLUBHOUSE RENTAL	1,840.00	998	842.00	5,988	4,148.00
0.00	1,400	(1,400.00)	14122	INSURANCE REIMBURSEMENT	0.00	2,800	(2,800.00)	16,800	16,800.00
65.00	0	65.00	14132	MISCELLANEOUS REVENUE	65.00	0	65.00	0	(65.00)
193.32	0	193.32	14162	OPERATING INTEREST REVENUE	400.72	0	400.72	0	(400.72)
121,256.69	0	121,256.69	14163	RESERVE INTEREST REVENUE	159,101.51	0	159,101.51	0	(159,101.51)
0.00	0	0.00	14357	RESERVE CONTRIBUTION	202,707.63	0	202,707.63	0	(202,707.63)
<b>439,455.14</b>	<b>341,659</b>	<b>97,796.14</b>		<b>TOTAL REVENUE</b>	<b>1,051,961.92</b>	<b>683,318</b>	<b>368,643.92</b>	<b>4,099,908</b>	<b>3,047,946.08</b>
<b>RESERVE CONTRIBUTION</b>									
275.00	275	0.00	19572	GYM/WORKOUT FACILITIES RESERVES	275.00	550	275.00	3,300	3,025.00
184.00	184	0.00	19660	PAINTING-INTERIOR RES	184.00	368	184.00	2,208	2,024.00
4,097.00	4,097	0.00	19714	CONCRETE REPAIR RESERVE	4,097.00	8,194	4,097.00	49,164	45,067.00
121,256.69	0	(121,256.69)	19803	GENERAL RESERVE INTEREST	159,101.51	0	(159,101.51)	0	(159,101.51)
70,521.00	70,521	0.00	19820	ROOF RESERVE	70,521.00	141,042	70,521.00	846,252	775,731.00
2,751.00	2,751	0.00	19822	POOL/SPA RESERVE	2,751.00	5,502	2,751.00	33,012	30,261.00
4,935.00	4,935	0.00	19827	FENCING RESERVE	4,935.00	9,870	4,935.00	59,220	54,285.00
10,477.00	10,477	0.00	19833	IRRIGATION RESERVE	10,477.00	20,954	10,477.00	125,724	115,247.00
370.00	370	0.00	19846	SIGN RESERVE	370.00	740	370.00	4,440	4,070.00
11,628.00	11,628	0.00	19878	PAVING RESERVE	11,628.00	23,256	11,628.00	139,536	127,908.00
166.00	166	0.00	19899	RESERVE STUDY	166.00	332	166.00	1,992	1,826.00
0.00	0	0.00	19901	PRIOR YR FUNDING	187,620.00	0	(187,620.00)	0	(187,620.00)
5.00	5	0.00	L19833	OUTDOOR EQUIPMENT RSRV	5.00	10	5.00	60	55.00
13,496.00	13,496	0.00	L19835	PAINTING EXTERIOR RESERVE	13,496.00	26,992	13,496.00	161,952	148,456.00
41,002.00	41,002	0.00	L19836	STRUCTURAL REPAIRS RSRV	42,895.63	82,004	39,108.37	492,024	449,128.37
1,395.00	1,395	0.00	N19611	UNDERGROUND UTILITY REPR RSV	1,945.00	2,790	845.00	16,740	14,795.00
618.00	618	0.00	N19691	POLE LIGHT REPR RSV	882.00	1,236	354.00	7,416	6,534.00
3,001.00	3,001	0.00	N19717	CLBHOUSE REMODEL INTERIOR RENOVATI	3,001.00	6,002	3,001.00	36,012	33,011.00
434.00	434	0.00	N19830	MISCELLANEOUS RSV	434.00	868	434.00	5,208	4,774.00
1,312.00	1,312	0.00	N19974	COMMON TENNIS CRT RSV	1,312.00	2,624	1,312.00	15,744	14,432.00
10,477.00	10,477	0.00	N19975	GROUNDS RSV	110,477.00	20,954	(89,523.00)	125,724	15,247.00
10,477.00	10,477	0.00	N19982	TREE REM/ ANNL MAINT RSV	110,477.00	20,954	(89,523.00)	125,724	15,247.00
<b>308,877.69</b>	<b>187,621</b>	<b>(121,256.69)</b>		<b>TOTAL RESERVE CONTRIBUTION</b>	<b>737,050.14</b>	<b>375,242</b>	<b>(361,808.14)</b>	<b>2,251,452</b>	<b>1,514,401.86</b>
<b>130,577.45</b>	<b>154,038</b>	<b>(23,460.55)</b>		<b>AVAILABLE OPERATING REVENUE</b>	<b>314,911.78</b>	<b>308,076</b>	<b>6,835.78</b>	<b>1,848,456</b>	<b>1,533,544.22</b>

**OPERATING EXPENSES**

NEPENTHE ASSOCIATION  
INCOME STATEMENT  
02/28/2023

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>UTILITIES</b>									
3,866.76	2,700	(1,166.76)	15101	ELECTRICITY	7,104.47	5,400	(1,704.47)	32,400	25,295.53
3,367.85	1,000	(2,367.85)	15102	GAS	6,258.34	2,000	(4,258.34)	12,000	5,741.66
913.13	900	(13.13)	15103	REFUSE COLLECTION	1,815.05	1,800	(15.05)	10,800	8,984.95
259.61	220	(39.61)	15105	TELEPHONE EXPENSE	524.07	440	(84.07)	2,640	2,115.93
4,280.53	4,027	(253.53)	15106	WATER	9,551.55	8,054	(1,497.55)	48,324	38,772.45
577.11	500	(77.11)	15155	INTERNET EXPENSES	1,143.11	1,000	(143.11)	6,000	4,856.89
<b>13,264.99</b>	<b>9,347</b>	<b>(3,917.99)</b>		<b>TOTAL UTILITIES</b>	<b>26,396.59</b>	<b>18,694</b>	<b>(7,702.59)</b>	<b>112,164</b>	<b>85,767.41</b>
<b>LAND MAINTENANCE</b>									
45,100.00	45,100	0.00	15500	CONTRACT LANDSCAPE SERVICE	90,200.00	90,200	0.00	541,200	451,000.00
0.00	0	0.00	15505	SPRINKLER REPAIR	2,880.00	0	(2,880.00)	0	(2,880.00)
0.00	528	528.00	15511	BACKFLOW DEVICE TEST	0.00	1,056	1,056.00	6,336	6,336.00
<b>45,100.00</b>	<b>45,628</b>	<b>528.00</b>		<b>TOTAL LAND MAINTENANCE</b>	<b>93,080.00</b>	<b>91,256</b>	<b>(1,824.00)</b>	<b>547,536</b>	<b>454,456.00</b>
<b>COMMON AREA</b>									
3,375.00	2,500	(875.00)	16020	CONTRACT POOL/SPA SERVICE	5,850.00	5,000	(850.00)	30,000	24,150.00
825.00	0	(825.00)	16022	POOL EQUIPMENT REPAIR	825.00	0	(825.00)	0	(825.00)
0.00	250	250.00	16027	POOL INSPECTION	1,350.00	500	(850.00)	3,000	1,650.00
0.00	0	0.00	18457	PLUMBING REPAIR	2,090.00	0	(2,090.00)	0	(2,090.00)
582.81	1,300	717.19	18524	MATERIAL SUPPLIES	968.21	2,600	1,631.79	15,600	14,631.79
950.00	50	(900.00)	18526	PEST CONTROL	2,200.00	100	(2,100.00)	600	(1,600.00)
2,490.00	1,800	(690.00)	18531	JANITORIAL SERVICE	4,680.00	3,600	(1,080.00)	21,600	16,920.00
606.38	150	(456.38)	18532	JANITORIAL SUPPLIES	949.33	300	(649.33)	1,800	850.67
484.47	500	15.53	18579	PATROL SERVICE	943.56	1,000	56.44	6,000	5,056.44
4,185.00	6,250	2,065.00	18736	GUTTER & DOWNSPOUT CLEANING	4,185.00	12,500	8,315.00	75,000	70,815.00
(1,629.84)	625	2,254.84	18767	REPAIR & MAINTENANCE	(1,114.84)	1,250	2,364.84	7,500	8,614.84
70.91	140	69.09	18905	KITCHEN SUPPLIES	92.04	280	187.96	1,680	1,587.96
95.00	85	(10.00)	18986	FITNESS CONTRACT	95.00	170	75.00	1,020	925.00
<b>12,034.73</b>	<b>13,650</b>	<b>1,615.27</b>		<b>TOTAL COMMON AREA</b>	<b>23,113.30</b>	<b>27,300</b>	<b>4,186.70</b>	<b>163,800</b>	<b>140,686.70</b>
<b>MANAGEMENT/ON-SITE ADMIN EXP</b>									
300.00	150	(150.00)	18001	COMMUNITY WEBSITE	300.00	300	0.00	1,800	1,500.00
426.56	100	(326.56)	18003	COMMUNITY EVENTS/PROGRAMS	426.56	200	(226.56)	1,200	773.44
7,800.00	8,190	390.00	19109	CONTRACT MANAGEMENT	15,600.00	16,380	780.00	98,280	82,680.00
0.00	158	158.00	19101	CPA SERVICES	0.00	316	316.00	1,896	1,896.00
0.00	50	50.00	19106	TAXES & LICENSES	0.00	100	100.00	600	600.00
6,517.62	1,000	(5,517.62)	19108	GENERAL COUNSEL SERVICE	6,517.62	2,000	(4,517.62)	12,000	5,482.38
3,959.50	3,000	(959.50)	19111	MANAGEMENT REIMBURSABLE	8,029.90	6,000	(2,029.90)	36,000	27,970.10
49.50	20	(29.50)	19112	POSTAGE, ON-SITE	49.50	40	(9.50)	240	190.50
1,178.88	60	(1,118.88)	19117	DUES & PUBLICATIONS	1,178.88	120	(1,058.88)	720	(458.88)

NEPENTHE ASSOCIATION  
INCOME STATEMENT  
02/28/2023

03/07/2023 4:39 PM Page: D 3

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
35.00	35	0.00	19119	BANK FEES	70.00	70	0.00	420	350.00
17,005.64	20,025	3,019.36	19124	ON-SITE STAFF	37,399.85	40,050	2,650.15	240,300	202,900.15
520.00	750	230.00	17209	PAYROLL PROCESSING FEES	1,040.00	1,500	460.00	9,000	7,960.00
(882.78)	0	882.78	19126	DELINQUENCY MONITORING	(2,592.39)	0	2,592.39	0	2,592.39
0.00	100	100.00	19132	OPERATING CONTINGENCY	0.00	200	200.00	1,200	1,200.00
427.50	300	(127.50)	19172	ACCOUNTING REIMBURSABLES	1,086.10	600	(486.10)	3,600	2,513.90
(232.47)	0	232.47	19174	AMS COLLECTION EXPENSE	692.53	0	(692.53)	0	(692.53)
0.00	70	70.00	19178	PROPERTY TAX	0.00	140	140.00	840	840.00
8,371.88	8,000	(371.88)	19247	PAYROLL TAXES & BENEFITS	18,976.25	16,000	(2,976.25)	96,000	77,023.75
116.44	120	3.56	19295	ON-SITE OFFICE SUPPLIES	257.44	240	(17.44)	1,440	1,182.56
954.60	435	(519.60)	19382	COPIER LEASE	1,874.45	870	(1,004.45)	5,220	3,345.55
0.00	50	50.00	19442	CLAC CONTRIBUTION	0.00	100	100.00	600	600.00
<b>46,547.87</b>	<b>42,613</b>	<b>(3,934.87)</b>		<b>TOTAL MANAGEMENT/ON-SITE ADMIN E</b>	<b>90,906.69</b>	<b>85,226</b>	<b>(5,680.69)</b>	<b>511,356</b>	<b>420,449.31</b>
				<b>INSURANCE</b>					
11,370.42	11,333	(37.42)	19107	INSURANCE	22,740.84	22,666	(74.84)	135,996	113,255.16
27,000.00	31,467	4,467.00	DC19307	FLOOD INSURANCE	53,906.00	62,934	9,028.00	377,604	323,698.00
<b>38,370.42</b>	<b>42,800</b>	<b>4,429.58</b>		<b>TOTAL INSURANCE</b>	<b>76,646.84</b>	<b>85,600</b>	<b>8,953.16</b>	<b>513,600</b>	<b>436,953.16</b>
<b>155,318.01</b>	<b>154,038</b>	<b>(1,280.01)</b>		<b>TOTAL OPERATING EXPENSES</b>	<b>310,143.42</b>	<b>308,076</b>	<b>(2,067.42)</b>	<b>1,848,456</b>	<b>1,538,312.58</b>
(24,740.56)	0	(24,740.56)		NET INCOME/(LOSS)	4,768.36	0	4,768.36	0	(4,768.36)

NEPENTHE ASSOCIATION  
INCOME STATEMENT FOR 12 MONTHS ENDING  
02/28/2023

03/07/2023 4:39 PM Page: EA 1

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

FirstService Residential CA  
15241 Laguna Canyon Road  
Irvine CA 92618

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	TOTAL
<b>REVENUE</b>													
14000 HOMEOWNER ASSESSMENT REVENUE	342467	319616	325248	327629	333015	349028	299402	319787	308976	327494	364641	317190	3934492
14087 EASEMENT AGREEMENT	-1336	0	0	5483	0	-1366	6831	0	0	0	5477	0	15088
14101 INTEREST ON PAST DUE ASSESSMEN	86	769	77	322	588	6117	36	86	1	660	294	185	9220
14110 KEY REVENUE	50	120	50	275	45	110	95	35	0	20	0	60	860
14113 CLUBHOUSE RENTAL	605	35	1140	690	160	140	1005	725	445	495	1335	505	7280
14121 INTEREST REVENUE	0	-25	0	0	0	0	0	0	0	0	0	0	-25
14122 INSURANCE REIMBURSEMENT	0	225	15829	450	-225	0	225	584	0	450	0	0	17538
14132 MISCELLANEOUS REVENUE	0	0	2899	2279	0	800	0	410	200	0	0	65	6653
14162 OPERATING INTEREST REVENUE	14	38	0	64	96	180	209	345	211	182	207	193	1739
14163 RESERVE INTEREST REVENUE	-891	98317	26076	-12012	18596	-28724	-41790	7547	29046	28759	37845	121257	284025
14357 RESERVE CONTRIBUTION	0	0	0	0	0	0	0	0	0	0	202708	0	202708
14372 PAST OWNERS REVENUE	0	0	0	0	4137	2714	0	0	0	607	0	0	7458
<b>TOTAL REVENUE</b>	<b>340994</b>	<b>419094</b>	<b>371319</b>	<b>325181</b>	<b>356412</b>	<b>328998</b>	<b>266012</b>	<b>329519</b>	<b>338878</b>	<b>358667</b>	<b>612507</b>	<b>439455</b>	<b>4487036</b>
<b>RESERVE CONTRIBUTION</b>													
19572 GYM/WORKOUT FACILITIES RESERVE	0	0	0	0	1996	285	285	142	142	285	0	275	3410
19660 PAINTING-INTERIOR RES	0	0	0	0	1346	192	192	96	96	192	0	184	2299
19714 CONCRETE REPAIR RESERVE	0	0	0	0	28866	4124	4123	2061	2061	4123	0	4097	49454
19758 GENERAL RESERVES	0	375240	281430	281430	-1125720	0	0	0	0	0	0	0	-187620
19803 GENERAL RESERVE INTEREST	-891	98317	26076	-12012	18596	-28724	-41489	7547	29046	28759	37845	121257	284326
19820 ROOF RESERVE	0	0	0	0	520596	74371	74371	37186	37186	74371	0	70521	888602
19822 POOL/SPA RESERVE	0	0	0	0	20012	2859	2859	1430	1430	2859	0	2751	34200
19827 FENCING RESERVE	0	0	0	0	35265	5038	5038	2519	2519	5038	0	4935	60352
19833 IRRIGATION RESERVE	0	0	0	0	66163	9452	9452	4726	4726	9452	0	10477	114448
19846 SIGN RESERVE	0	0	0	0	2734	391	389	195	195	391	0	370	4664
19878 PAVING RESERVE	0	0	0	0	76814	10973	10972	5487	5487	10974	0	11628	132335
19899 RESERVE STUDY	0	0	0	0	1017	145	143	72	72	145	0	166	1760
19901 PRIOR YR FUNDING	0	0	0	0	0	0	0	0	0	0	187620	0	187620
L19833 OUTDOOR EQUIPMENT RSRV	0	0	0	0	33	5	4	2	2	5	0	5	56
L19835 PAINTING EXTERIOR RESERVE	0	0	0	0	100489	14356	14354	7178	7178	14356	0	13496	171406
L19836 STRUCTURAL REPAIRS RSRV	0	0	0	0	264268	37753	37751	18876	18876	37753	1894	41002	458172
N19611 UNDERGROUND UTILITY REPR RSV	0	0	0	0	6934	991	989	496	496	991	550	1395	12842
N19691 POLE LIGHT REPR RSV	0	0	0	0	0	0	0	0	0	0	264	618	882
N19717 CLBHOUSE REMODEL INTERIOR RENO	0	0	0	0	22053	3150	3149	1576	1576	3151	0	3001	37656
N19830 MISCELLANEOUS RSV	0	0	0	0	22738	3248	3246	1624	1624	3248	0	434	36162
N19974 COMMON TENNIS CRT RSV	0	0	0	0	9689	1384	1383	692	692	1384	0	1312	16536
N19975 GROUNDS RSV	0	0	0	0	66163	9452	9452	4726	4726	9452	100000	10477	214448
N19982 TREE REM/ ANNL MAINT RSV	0	0	0	0	66163	9452	9452	4726	4726	9452	100000	10477	214448
<b>TOTAL RESERVE CONTRIBUTION</b>	<b>-891</b>	<b>473557</b>	<b>307506</b>	<b>269418</b>	<b>206216</b>	<b>158896</b>	<b>146112</b>	<b>101357</b>	<b>122856</b>	<b>216381</b>	<b>428172</b>	<b>308878</b>	<b>2738457</b>
<b>AVAILABLE OPERATING REVENUE</b>	<b>341886</b>	<b>-54463</b>	<b>63813</b>	<b>55763</b>	<b>150196</b>	<b>170102</b>	<b>119900</b>	<b>228162</b>	<b>216023</b>	<b>142286</b>	<b>184334</b>	<b>130577</b>	<b>1748579</b>

NEPENTHE ASSOCIATION  
INCOME STATEMENT FOR 12 MONTHS ENDING  
02/28/2023

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

FirstService Residential CA  
15241 Laguna Canyon Road  
Irvine CA 92618

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	TOTAL	
<b>OPERATING EXPENSES</b>														
<b>UTILITIES</b>														
15099	PENDING UTILITY EXPENSE	0	0	580	0	0	0	-580	0	452	0	0	452	
15101	ELECTRICITY	2422	4754	0	4811	0	2994	3584	3367	6647	0	3238	3867	35684
15102	GAS	1370	1270	1431	1009	824	813	736	1542	2979	2787	2890	3368	21019
15103	REFUSE COLLECTION	722	1034	686	2812	877	783	749	820	806	805	902	913	11908
15104	SEWER	-8	0	0	0	0	0	0	0	0	0	0	0	-8
15105	TELEPHONE EXPENSE	306	127	217	253	258	353	164	249	265	265	264	260	2981
15106	WATER	4359	2272	5491	3902	2806	6144	3207	6010	4893	4886	5271	4281	53522
15155	INTERNET EXPENSES	580	580	0	455	1029	566	1146	7	0	566	566	577	6073
	<b>TOTAL UTILITIES</b>	<b>9750</b>	<b>10038</b>	<b>8406</b>	<b>13243</b>	<b>5794</b>	<b>11653</b>	<b>9007</b>	<b>11995</b>	<b>16042</b>	<b>9308</b>	<b>13132</b>	<b>13265</b>	131631
<b>LAND MAINTENANCE</b>														
15500	CONTRACT LANDSCAPE SERVICE	42000	42000	42000	0	42000	42000	42000	42000	42000	84000	45100	45100	510200
15505	SPRINKLER REPAIR	0	0	0	0	0	0	0	0	0	0	2880	0	2880
15511	BACKFLOW DEVICE TEST	0	0	0	0	0	6954	0	0	0	0	0	0	6954
	<b>TOTAL LAND MAINTENANCE</b>	<b>42000</b>	<b>42000</b>	<b>42000</b>	<b>0</b>	<b>42000</b>	<b>48954</b>	<b>42000</b>	<b>42000</b>	<b>42000</b>	<b>84000</b>	<b>47980</b>	<b>45100</b>	520034
<b>COMMON AREA</b>														
16020	CONTRACT POOL/SPA SERVICE	2925	2325	2775	2475	2925	2475	3375	3375	3375	3225	2475	3375	35100
16022	POOL EQUIPMENT REPAIR	0	0	0	1000	0	750	1225	0	1135	-2360	0	825	2575
16027	POOL INSPECTION	546	0	1533	0	0	0	0	0	0	0	1350	0	3429
18457	PLUMBING REPAIR	0	0	0	0	0	0	0	0	0	0	2090	0	2090
18501	EXPENSES TO BE REIMBURSED	0	0	-700	0	0	0	0	0	0	0	0	0	-700
18524	MATERIAL SUPPLIES	377	412	3027	5512	602	7265	0	2774	55	508	385	583	21500
18526	PEST CONTROL	0	150	0	900	0	0	0	1350	0	0	1250	950	4600
18531	JANITORIAL SERVICE	3780	1890	1890	0	1890	4080	2190	2190	2190	2190	2190	2490	26970
18532	JANITORIAL SUPPLIES	0	0	362	97	165	0	0	727	0	117	343	606	2418
18534	FIRE EXTINGUISHER	0	0	0	246	0	0	0	0	0	0	0	0	246
18579	PATROL SERVICE	2044	2214	2169	2198	2040	2175	1957	1800	2002	1168	459	484	20713
18736	GUTTER & DOWNSPOUT CLEANING	17000	17000	0	0	0	0	0	33121	0	32456	0	4185	103762
18767	REPAIR & MAINTENANCE	4442	3663	4325	2944	2158	2083	6181	4477	10827	-3344	515	-1630	36640
18905	KITCHEN SUPPLIES	0	45	287	411	0	289	6	137	59	257	21	71	1583
18957	JANITORIAL EXTRA	190	0	0	0	8170	0	0	0	0	0	0	0	8360
18986	FITNESS CONTRACT	85	0	95	95	0	0	0	178	0	0	0	95	548
	<b>TOTAL COMMON AREA</b>	<b>31389</b>	<b>27699</b>	<b>15763</b>	<b>15879</b>	<b>17950</b>	<b>19118</b>	<b>14934</b>	<b>50128</b>	<b>19643</b>	<b>34217</b>	<b>11079</b>	<b>12035</b>	269834
<b>MANAGEMENT/ON-SITE ADMIN EXP</b>														

NEPENTHE ASSOCIATION  
INCOME STATEMENT FOR 12 MONTHS ENDING  
02/28/2023

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

FirstService Residential CA  
15241 Laguna Canyon Road  
Irvine CA 92618

	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	TOTAL
18001 COMMUNITY WEBSITE	150	150	1037	300	150	150	150	206	0	300	0	300	2893
18003 COMMUNITY EVENTS/PROGRAMS	0	20	527	3537	215	1281	0	233	0	430	0	427	6669
19109 CONTRACT MANAGEMENT	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	93600
19010 PENDING P-CARD EXPENSE	148	830	-3864	0	8101	-7786	641	-956	0	0	0	0	-2886
19101 CPA SERVICES	0	1890	0	0	0	0	0	0	0	0	0	0	1890
19104 FEDERAL TAX EXPENSE	0	327	0	9000	0	9327	0	0	0	-25284	0	0	-6630
19105 FRANCHISE TAX BOARD	0	3460	0	0	0	3460	0	0	0	-6920	0	0	0
19106 TAXES & LICENSES	0	35	0	0	0	0	0	1120	0	0	0	0	1155
19108 GENERAL COUNSEL SERVICE	-5000	0	0	0	4906	5109	0	0	0	2948	0	6518	14480
19111 MANAGEMENT REIMBURSABLE	925	5726	925	8646	925	9006	3320	3320	3320	3320	4070	3960	47464
19112 POSTAGE, ON-SITE	0	0	72	0	0	60	0	67	0	0	0	50	248
19117 DUES & PUBLICATIONS	0	0	161	498	0	0	0	0	0	0	0	1179	1838
19119 BANK FEES	35	35	35	35	35	35	35	35	35	35	35	35	420
19124 ON-SITE STAFF	11674	11384	17554	12570	12440	12451	20025	5002	10896	12743	20394	17006	164139
17209 PAYROLL PROCESSING FEES	520	520	520	520	520	520	520	520	520	520	520	520	6240
19126 DELINQUENCY MONITORING	-1025	-2811	-1260	-1139	-1774	-3360	-750	-658	-693	-1625	-1710	-883	-17688
19132 OPERATING CONTINGENCY	0	0	300	0	0	0	0	67	0	0	0	0	367
19143 LEGAL-COLLECTIONS	0	0	0	0	0	-5434	0	15065	-2700	0	0	0	6931
19172 ACCOUNTING REIMBURSABLES	0	884	0	1286	0	1507	367	317	433	593	659	428	6472
19174 AMS COLLECTION EXPENSE	1783	5	-480	-1089	6	-1186	1090	-41	830	-84	925	-232	1527
19178 PROPERTY TAX	19	0	0	0	0	343	0	637	0	0	0	0	999
19247 PAYROLL TAXES & BENEFITS	6369	6279	8668	6825	6638	6640	9334	2715	5431	6354	10604	8372	84230
19295 ON-SITE OFFICE SUPPLIES	0	73	259	183	0	228	82	119	26	203	141	116	1431
19382 COPIER LEASE	1464	580	439	443	443	494	477	477	443	443	920	955	7576
<b>TOTAL MANAGEMENT/ON-SITE ADM</b>	<b>24862</b>	<b>37186</b>	<b>32692</b>	<b>49415</b>	<b>40404</b>	<b>40645</b>	<b>43092</b>	<b>36045</b>	<b>26341</b>	<b>1776</b>	<b>44359</b>	<b>46548</b>	<b>423364</b>
<b>INSURANCE</b>													
19107 INSURANCE	0	18188	0	-23231	18188	9094	21652	10523	11419	17408	11370	11370	105984
DC1930 FLOOD INSURANCE	27000	27000	27000	27000	27000	23639	27000	17765	74754	26047	26906	27000	358111
<b>TOTAL INSURANCE</b>	<b>27000</b>	<b>45188</b>	<b>27000</b>	<b>3769</b>	<b>45188</b>	<b>32733</b>	<b>48652</b>	<b>28288</b>	<b>86173</b>	<b>43455</b>	<b>38276</b>	<b>38370</b>	<b>464095</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>135001</b>	<b>162111</b>	<b>125861</b>	<b>82306</b>	<b>151337</b>	<b>153102</b>	<b>157686</b>	<b>168457</b>	<b>190199</b>	<b>172755</b>	<b>154825</b>	<b>155318</b>	<b>1808958</b>
<b>NET INCOME/(LOSS)</b>	<b>206885</b>	<b>-216574</b>	<b>-62048</b>	<b>-26544</b>	<b>-1141</b>	<b>17000</b>	<b>-37785</b>	<b>59705</b>	<b>25824</b>	<b>-30469</b>	<b>29509</b>	<b>-24741</b>	<b>-60379</b>

## **30 Adelphi-Advisement of Denial.pdf**

# NEPENTHE ASSOCIATION

1131 Commons Drive, Sacramento, CA 95825

916.929.8380

[nepenthe.hoa@fsresidential.com](mailto:nepenthe.hoa@fsresidential.com)

Dear Mr. Bennett,

Your recent home improvement application is recommended to the Board of Directors for denial by the Architectural Review Committee.

You are welcome to attend the Board of Directors meeting on April 5, 2023 to appeal the recommendation of the Architectural Review Committee.

The meeting begins at 6:00 pm and is held in the Clubhouse at 1131 Commons Drive, Sacramento, CA 95825.

If you wish to attend via Zoom, you may do so by following this link:

<https://us02web.zoom.us/j/83415494041?pwd=QXY5ZHBheE5BdTczZWd0MHpQT3hudz09>

Meeting ID: 834 1549 4041

Passcode: 713020

The committee's basis for its recommendation is attached.

Thank you,

Bettsi Ledesma, CMCA, AMS

General Manager



## **Appendix A Discussion of 30 Adelphi.pdf**

## **Appendix A Discussion of issues arising from the 30 Adelphi Court application**

### Explanation of ARC's concerns

1. The application is incomplete.
2. The windows questionnaire turned in as part of the application states that the windows' exterior color will be white. Inspection of the recently created second-story bathroom window shows at least some white visible. White exterior windows framed are not allowed; we want bronze or dark brown.
3. There is no statement about the creation of a new window, and no explanation, rationale nor argument is presented. The window's placement does seem to alter the architectural appearance, being visible above the fence line and from the common area and alley. Admittedly, judging such a request is a subjective matter of esthetics largely, between whether such a window would detract from the architectural scheme of deliberate suppression of windows (i.e., bathrooms) versus the homeowner's wish to have a window. At least one such window location has been approved ten years ago, but that location was more concealed from the common area.
4. The application lacks a spec sheet for this Ply-Gem window. We are not given model number, nor measurements, etc. The floor plan has written on it "same style as existing windows," but this claim is incorrect because this window is a double-hung type, which is not the same as the sliding windows Nepenthe uses. Nor is there any statement about the necessary framing construction alterations nor creation of a rectangular "hole" in the siding and the attendant sealing against water.
5. About the kitchen window replacement, and the suitability of the product chosen, not enough information is given. The same omissions noted above apply.
6. About the removal of the patio sliding door and its replacement with wall and a side-hinged, swing door, several alterations to former patio doors have been approved over the years because largely they are not visible from the common area. Indeed, in the last two years a request to remove a kitchen patio slider and replace it with wall and a Dutch door received approval. The same omissions noted above apply. However, with this application we have no information about the necessary construction of this exterior wall, its waterproof membrane, its exterior siding (which presumably the homeowner implicitly expects the HOA to maintain) and its sealing against rain. Usually, we would rely on a City inspection, but the City building permit submitted to Nepenthe omits any mention of construction of an exterior wall, involving new balloon framing, drywall, waterproof membrane, siding and sealing against water intrusion, so there will be no inspection of these components.

## **Follow up to Open Meeting Forum Comments March 202.docx**

## **BOARD RESPONSES TO MARCH OPEN MEETING HOMEOWNER COMMUNICATIONS**

### **FIRST HOMEOWNER FORUM**

1. **Carol Duke (homeowner)** – Finance Committee should review everything financial for association – every invoice; do scenario planning for Board; find errors made by staff

**From the Board:** All Nepenthe Committees are advisory only. The Standards and Practices provide the specific guidance for each committee; owners can read the S&P for Finance at [https://nepenthehoa.com/wp-content/uploads/2019/02/Standards\\_Practices\\_Finance\\_Committee.2017-04-05.pdf](https://nepenthehoa.com/wp-content/uploads/2019/02/Standards_Practices_Finance_Committee.2017-04-05.pdf). If the Board decides it is needed, this could be revised.

2. **John Apostolo (homeowner)** - (in addition to his subsequent email) needs to see minutes where Board decided upon review versus audit

**From the Board:** Over multiple Boards and many years (at least 15 to 16 years) audits have been discussed and considered. In all cases, the decision, given the cost and the likely benefits to the association, has been made that conducting a full audit versus a financial review was not justified. The issue was not included, after a review of all pertinent and necessary issues, in the last (2015) revision of the Bylaws. To require an audit would necessitate changing the By laws which would require a vote by a majority of the community. Financial reviews meet the legal requirement for associations. The Board operates under the auspices the Davis-Stirling Act. That act is available to read at: <https://www.davis-stirling.com/HOME/C/CC-Rs-Defined#ixzz3kjqNrSdM>

3. **Steve Huffman (homeowner, past Board President and past Chair of Grounds Committee)** – 1425 Commons looks bad; there may be other areas as bad, but none worse

**From the Board:** Thank you for your input and observation.

4. **Nancy Cochrane (homeowner)** – been asking for landscaping relief for 2 years

**From the Board:** It is the Board's intent to maintain the facilities and assets of the community and is aware of the issues at this address. Once the City of Sacramento grants its approval for the removal of the redwood tree, this area will be remediated. As a reminder to all homeowners, requests for service should be filed in writing with the HOA office. Forms are available in the clubhouse and at <https://nepenthehoa.com/wp-content/uploads/2022/09/Service-Request-Form-2022.pdf> or through the homeowner portal at <https://nepenthehomeowners.connectresident.com/>. Written requests can be tracked and monitored for completion.

5. **Mary Gray (homeowner, member of Finance Committee, past Board Director)** – The Treasurer not at Finance meeting because Treasurer did not receive notice. Mary could not give corrections on minutes because they came too late. Mary will be submitting changes. There are discrepancies on the reserve funding (referring to papers in her possession that she did not provide to the Board.)

**From the Board:** **Without seeing the paper to which Mary was referring, we are answering the questions as we understand them.** At the February 2023 Finance Committee meeting these figures were discussed and answers provided. The figures mentioned in this

question reflect income from homeowners (through monthly dues assessment) and income from non-HOA sources. Homeowners can review Financial Reports available to all homeowners through the owner portal at <https://fsrauthserv.connectresident.com>. On this specific question, Report C1 covers expenses to the HOA account balances, the amount transferred from dues revenue to Reserves (\$187,620). Report D1, shows revenue directly to reserves (\$202,707.63) reflecting the income from the Farmers Insurance payout for storm damage. Having income, other than investment interest, is highly unusual.

## SECOND HOMEOWNER FORUM

**6. Nina White (homeowner, Grounds Committee member)** – regarding 1425 and 1427 Commons. Wrote a proposal to combine units. There should be some solution.

**From the Board:** Thank you. Please bring this matter to the attention of the Grounds Committee.

**7. Tara Zimmerman (homeowner, Finance Committee member)** - The Finance Committee purview is not seeking fraud or errors – it is at a macro level. An audit will not find if they find fraud, but it is not a 'seek and find' process. She believes our review includes sampling. There is a significant cost for special engagement auditing where everything is reviewed. Is the question about fraud or miscalculations?

**From the Board:** Thank you for the information and clarification.

**8. Peter Lewicki (Resident and past ILS Committee member)** – Disturbed by dynamics in the room and emails he has seen. Something is not well. Has heard utterances about special assessments. Wants to prevent them although knows expenses are rising. He doesn't know solutions.

**From the Board: Thank you for the comment.** The Board encourages all residents to communicate with each other in a respectful and factual manner. Problem solving requires identifying issues and sharing facts. Our financial situation is sound; the Board does not anticipate a special assessment.

**9. Will Vizzard (homeowner, past Director and Finance Committee member)** – He's had 20 years of service on either Finance or Board. No one wants to spend more money. The T111 of the original construction has generated major and recurring costs. The newer material will eventually reduce some costs as it has a longer life. When this community was built a great deal was spent on grounds – much more than any current developer would invest. These grounds require substantial upkeep. There is no conspiracy or waste going on. Inflation occurs and dues rise. Read the Browning study.

**From the Board:** Thank you for your background information. We appreciate your long service to Nephenthe.

**10. Carol Duke (homeowner)** – Disagrees with Will Vizzard based upon landscaping work in 2022. There was no process in place and no pre-approval occurred. Says Finance Committee and Board do not understand what is needed for control and financial oversight. Board raises dues without a deep look. She oversaw the last special assessment and spent extensive in-depth work on expenses. Finance Committee is falling short on oversight. We need oversight on Grounds work. There were 6 or 7 invoices in question at Finance meeting.

**From the Board:** Thank you for your observations. Please see the responses to items 5 and 7 above. In addition, at the February Finance Committee meeting a financial tracker that is planned but not yet fully operational was discussed. The beta-test version was identified to the attendees as complete through February 5. The manager, using screen share, brought up all payments authorized and paid between that date and the meeting. It is important to note that all trackers, financial or work order, are snapshots in time. There will be delays between actions and the reporting of actions on trackers.

# **Standards Practices Insurance adopted September 20.pdf**



# STANDARDS AND PRACTICES FOR INSURANCE

Revised version adopted by the Board of Directors on September 4, 2019

The Board is ultimately responsible for selection of a qualified insurer. These guidelines aim to assist the Board in overseeing risk management in order to minimize claims and maintain adequate insurance coverage for the protection of Nepenthe's members and its assets. In doing so, this document emphasizes the following are guidelines and reasonable flexibility in achieving goals should be maintained. Three significant risks are addressed: Nepenthe's property (common areas), Nepenthe's business liability and business crime, and Nepenthe's members' units.

Legal advice should be acquired by the Board annually to review the Board's insurance decisions and ascertain compliance with California law.

1. Selection of the Agent/Broker - Identification and qualifications
  - 1.1. Must have been in the property and casualty business for not less than 5 years
  - 1.2. Must have a current and valid California Property & Casualty license.
  - 1.3. Must have a clean Department of Insurance record with no violation(s) of the Insurance Code.
  - 1.4. Must have Errors and Omissions insurance with limits of not less than \$1,000,000.
  - 1.5. Must furnish a Certificate of Insurance.
  - 1.6. Preference will be given to agents/brokers who can be accessible to the Board in a timely manner.
  - 1.7. Must annually issue evidence of insurance and insurance disclosure to Nepenthe members as required by Insurance Code §1365 no later than January 31<sup>st</sup>.





2. Requests for Proposals (RFP) from industry insurers -The Board shall determine annually at its April Board meeting, whether to solicit proposals for insurance or continue with existing insurance providers for the coming year. If the determination is to seek additional proposals, the Insurance, Legal and Safety Committee will develop and submit to the Board, specifications for inclusion in the insurance proposal bid package. These recommendations will be submitted to the Board no later than May 15. At its June regular meeting, the Board shall approve the RFP specifications for management transmittal to qualified brokers with a deadline of August 15<sup>th</sup> for replies to Nepenthe Association. The Board at its September Board meeting shall select its insurer(s) and transmit its decision to the successful bidder(s).
  
3. Coverage - The Board and management should ascertain that no gaps in coverage will exist for insurance in any replies to Requests for Proposals at its August regular meeting including, but not limited to:
  - 3.1. Unit members' coverage – Walls in (HO6) and Bare walls or outside the interior walls
  - 3.2. Nepenthe common area coverage of buildings and structures, fixtures, completed additions, outdoor furniture, appliances,
  - 3.3. Business Liability and Crime / Fidelity Coverage
  - 3.4. Director and Liability Insurance with limits required by law
  - 3.5. Auto Insurance
  - 3.6. Deductible levels for each type of coverage
  - 3.7. Workers Compensation
  - 3.8. Flood Insurance



4. Nepenthe Facility Inspections and Communications-

4.1. Management will perform an annual risk assessment of Nepenthe facilities, grounds, and amenities. Compliance with all State Statutes pertaining to accessibility of handicap persons, fire codes, and other statutes will be incorporated into this review. Management shall involve risk management professionals, in this review.

4.2 Agent/Broker Communications- No less than once annually, management shall conduct a meeting open to membership to explain Nepenthe insurance coverage and homeowner/member responsibilities. Management shall include agent/broker and other professionals such as: risk management specialists, or State agencies as necessary.

4.3 Management Inspections- Management will provide an annual risk report of its findings to the committee and the Board at the September Board meeting. An action plan for remediation of identified issues will be included.

5. Claim Response and Handling –

5.1. Bodily Injury - Management will report any bodily injury, property or casualty damage claims to the Agent/Broker and Board President.

5.2. Property Damage - Where claim(s) appear to be below the deductible, the Board's President and management should handle claims internally in consultation with the agent/broker where appropriate.

6. Insurance Requirements of California law. [Civil Code §§5800 to 5810)

Management shall verify annually that coverage meets the requirements of California law.



7. Insurance Requirements for use of Common Area facilities by third parties and members. No use of common area facilities should be granted to other than member(s) or their guests as set forth in Nepenthe's Bylaws, Rules and Regulations. In renting common area facilities for special use or events, the Manager shall require a "One Day Event" policy with combined single limits and host liquor liability (if alcohol is served or provided) with limits of not less than \$1,000,000.00. For regularly scheduled events attended by members such as Tai Chi, Yoga, or water events, a vendor may either provide a "one Day Event" policy as specified above or a Commercial General Liability policy with limits of not less than \$1,000,000.00 naming Nepenthe Association as an additional insured.
  
8. Conflict of Interest Policy. [Corporations Code §7233] - Annual execution of Conflict Policy by all Board members, Property Manager employees engaged by the Property Manager or the Board, and others as noted in [Exhibit "A"].



**Exhibit A –**

**NEPENTHE ASSOCIATION  
Conflict of Interest Policy**

It is in the best interest of Nepenthe Association (“Nepenthe”) to have its Directors, Officers, and Management Company be aware of and properly address all possible conflicts of interest. This Conflict of Interest Policy (“Policy”) is designed to help Board members, officers, committee members, volunteers and management company employees who have regulatory duties or are in a position to make decisions affecting Nepenthe to identify situations that present possible conflicts of interest and to provide Nepenthe with a procedure whereby such potential conflicts may be reviewed by the Board or an independent third person(s) when necessary. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. Nothing contained in this policy shall prevent Nepenthe from contracting with or engaging the services of a person or entity with a conflict of interest so long as full disclosure of such conflict is obtained prior to such contract or service.

1. Definitions.

- a. A "Conflict of Interest" is any circumstance described in Section 2 of this Policy.
- b. An "Interested Person" is any person serving as an officer, member of the Board of Directors, staff or volunteer of Nepenthe, a management company engaged by Nepenthe including its officers, directors or staff, or anyone else who is in a position of control over Nepenthe who has a financial interest in a Contract or Transaction as defined in paragraph 1.e.
- c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an Interested Person.
- d. A "Material Financial Interest" is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- e. A "Contract or Transaction" is any agreement or relationship involving the sale, purchase or provision of property, real or personal, goods, services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, the execution of a contract, or the exercise of control over any person of any organization to or from Nepenthe. The making of a gift to Nepenthe is not a Contract or Transaction.
- f. A "Gift, Gratuity or Entertainment" from or to individuals or entities occurs when the person receiving or providing the gift/gratuity or entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Interested Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or



entertainment of nominal or insignificant value which are not related to any particular transaction or activity of Nepenthe.

g. "Other Situations." Any situation that may create the appearance of a conflict, or present a duality of interests in connection with an Interested Person who has influence over the activities or finances of Nepenthe. All such circumstances should be disclosed to the Board and management's staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of Nepenthe are not compromised by the personal interests of an Interested Person.

2. An Interested Person has or may have a Conflict of Interest if:

a. a Director, Officer, staff member, employee or volunteer representing Nepenthe or any management company engaged by Nepenthe including a board member, partner, or person with a financial interest (or family member of any of the foregoing) is a party to a contract, or involved in negotiating a contract or any transaction with Nepenthe for the purchase or sale of property, real or personal, goods, services or improvements to Nepenthe property.

b. a Director, Officer, staff member, employee or volunteer, (or a family member of any of the foregoing) or any management company including a board member, partner, or person with a financial interest (or family member of any of the foregoing) engaged by Nepenthe has a financial interest in a transaction between Nepenthe and an entity in which the director, officer, staff or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, shareholder, or other legal representative.

c. a Director, Officer, staff member, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with Nepenthe.

3. Procedures for Disclosure of Conflicts or Potential Conflicts.

a. Prior to Board or Committee action on a Contract or Transaction involving a Conflict of Interest, an Interested Person having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If Board members are aware that an Interested Person has a conflict of interest, relevant facts should be disclosed by the Board member or by the Interested Person him/herself either in writing or orally before the Board for purposes of disclosure.

b. A Director or committee member who plans not to attend a meeting at which he or she has reason to believe that the Board or committee will act on a matter in which the person has a Conflict of Interest shall disclose in writing to the President and Board members prior to the meeting all facts material to the Conflict of Interest. The President shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.



- c. An Interested Person who has a Conflict of Interest shall not participate in or be permitted to hear the Board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
  - d. An Interested Person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
  - e. No Interested Person having a Conflict of Interest may vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.
  - f. Interested Persons who are not members of the Board of Directors of Nepenthe or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to President or the President's designee any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made orally and followed in writing as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect Nepenthe's participation in such Contract or Transaction.
  - g. In the event it is not entirely clear that a Conflict of Interest exists, any individual with a potential Conflict of Interest shall disclose the circumstances to the President or his/her designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.
4. Confidentiality. Each director, officer, employee, volunteer and management company staff member and employee shall exercise care not to disclose confidential information acquired in connection with disclosures of Conflicts of Interest or potential conflicts, which might be adverse to the interests of Nepenthe. Furthermore, directors, officers, employees, volunteers and the management company shall not disclose or use any information relating to the business of Nepenthe to the detriment of Nepenthe or for their personal profit or advantage or the personal profit or advantage of their Family Member(s).
  5. Administration of Policy. Each Board member, staff, volunteer, and employees of the management company shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so. .
    - a. Annually each director, officer, employee, volunteer and employees of the management company shall complete a disclosure form identifying any relationships, positions or circumstances in which he or she is involved that he or she believes could contribute to a Conflict of Interest.
    - b. This policy shall be reviewed annually by the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers and the management company.



c. A copy of such written acknowledgment shall be maintained in the Nepenthe offices and delivered electronically to the President

6. Acknowledgement of Conflict of Interest Policy. The undersigned hereby acknowledges that he or she has read the Nepenthe Conflict of Interest Policy, has had an opportunity to ask any questions that he or she may have about the policy, and understands and agrees to comply with the policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title