

**Reserve Expense Authorization (REA)**

**Association:** Nepenthe Association

**Entity Code:** NEP

**Date:** 01/23/23



**Financial Institution:** Metropolitan Bank

**Bank Account Number:** 0499011031

**Bank GL Number:** 21140

**Transfer/Withdraw** the sum of \$ 1,635.00 from the reserve/reconstruction bank account above to be deposited to the operating checking account 153495833060

*\*Issue check payable to association named above and send to 15241 Laguna Canyon Rd, Irvine, CA 92618.*

**Funds to Pay Vendor:** Complete this section if invoice has not been paid yet.

**Vendor Name** RIVER CITY ELECTRIC \*One vendor per REA form, please.

| Invoice Number    | Reserve GL Code | Reserve GL Description | Description for use of funds     | Amount      |
|-------------------|-----------------|------------------------|----------------------------------|-------------|
| 23020             | N22991          | POLE LIGHTS            | STORM DAMAGE                     | 264.00      |
| 23011             | N22991          | ELECTRIC               | CLUBHOUSE REPAIRS                | 1,023.00    |
| 23013             | N22991          | ELECTRIC               | CLUBHOUSE REPAIRS                | 108.00      |
| 23010             | N22991          | POLE LIGHTS            | 1443 UNIVERSITY BROKEN PLOE LIGH | 96.00       |
| 23009             | N22991          | ELECTRIC               | LIGHTS OUT AT POOL               | 144.00      |
| Total of invoices |                 |                        |                                  | \$ 1,635.00 |

**Recode from Operating to Reserve/Reconstruction Expense:** Complete this section if invoice has already been paid from an operating account.

| Vendor                   | Check# | Date of Check | From Operating GL | To Reserve GL Code | Reserve Description | Amount  |
|--------------------------|--------|---------------|-------------------|--------------------|---------------------|---------|
|                          |        |               |                   |                    |                     |         |
|                          |        |               |                   |                    |                     |         |
| Total of recode expenses |        |               |                   |                    |                     | \$ 0.00 |

WIP \_\_\_\_\_  
 BWF \_\_\_\_\_  
 AVID \_\_\_\_\_  
 TRACKER \_\_\_\_\_

**Authorizations:** At least two (2) authorized board members must sign in accordance with California Law. By our signatures below, we, members of the Board of Directors of the above-referenced association, authorize this transaction.

 1/23/23 \_\_\_\_\_  
 Board Member Date Board Member Date  
 1/23/23 \_\_\_\_\_  
 Board Member Date Board Member Date

Accounting Use:  
 Transfer Date: \_\_\_\_\_ Method: \_\_\_\_\_ Bank Coord Init: \_\_\_\_\_ Journal Entry# \_\_\_\_\_



Invoice

RIVER CITY ELECTRIC  
 Division Of B & D Electric, Inc.  
 P. O. Box 12  
 Rocklin, CA 95677

| Date      | Invoice # |
|-----------|-----------|
| 1/20/2023 | 23020     |

916-344-4700 Lic. #710184

NEPENTHE ASSOCIATION  
 1131 COMMONS DR  
 SACRAMENTO, CA 95825

*GL* / *GL Desc.* / *Desc. of use of funds*  
 N22991 / Pole Lights / Storm Damage

| P.O. No.    | Terms          | Project |
|-------------|----------------|---------|
| WO #1115439 | Due on receipt |         |

| Quantity   | Description   | Rate         | Amount   |
|--|---|--------------|----------|
|  | JOB DATE: 1/6/23<br>LOCATION: 1539 UNIVERSITY<br><br>PAYMENT DUE FOR ELECTRICAL WORK COMPLETED:<br>1) TROUBLESHOT LIGHTS NOT WORKING AT THE ABOVE LOCATION, FOUND A DIRECT SHORT UNDERGROUND.<br>2) DISCONNECTED SHORT TO ALLOW THE REST OF THE CIRCUIT TO OPERATE CORRECTLY.<br><br>***NECESSARY TO TRENCH FOR REPAIR, BID TO FOLLOW***<br><br>SERVICE CALL:<br>1.75 JOURNEYMAN HOURS: |              |          |
|  |   | 96.00        | 96.00    |
|  |   | 96.00        | 168.00   |
| NET DUE UPON RECEIPT. A LATE CHARGE OF 1.5% PER MONTH WILL BE ADDED AFTER 30 DAYS. |   | <b>Total</b> | \$264.00 |



RIVER CITY ELECTRIC  
 Division Of B & D Electric, Inc.  
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 Rocklin, CA 95677

Invoice

| Date      | Invoice # |
|-----------|-----------|
| 1/18/2023 | 23011     |

916-344-4700 Lic. #710184

*N22991 / Electric / clubhouse repairs*

NEPENTHE ASSOCIATION  
 1131 COMMONS DR  
 SACRAMENTO, CA 95825

| P.O. No.    | Terms          | Project |
|-------------|----------------|---------|
| WO #1075359 | Due on receipt |         |

| Quantity   | Description  | Rate         | Amount     |
|--|--|--------------|------------|
|  | JOB DATE: SEE BELOW<br>LOCATION:<br><br>PAYMENT DUE FOR ELECTRICAL WORK COMPLETED:   |              |            |
| *<br>*   | 6/14/22 -<br>1) TROUBLESHOT MULTIPLE LIGHT FIXTURES AND OUTLET PROBLEMS AT CLUBHOUSES.   |              |            |
| *<br>*   | 6/15/22 -<br>1) REMOVED AND REPLACED BULBS IN BOTH CLUBHOUSES.<br>2) GFCI PROTECTION IN CLUBHOUSE BATHROOMS.<br>3) REMOVED AND REPLACED FIXTURE IN THE ELMHURST CLUBHOUSE.<br>4) REMOVED AND REPLACED BROKEN EXTERIOR GFCI AT THE DUNBARTON CLUBHOUSE.<br>5) INSTALLED TIMERS FOR THE BATH LIGHTS. |              |            |
| *<br>*   | 6/17/22 -<br>1) TROUBLESHOT FIXTURE NOT WORKING IN THE MAIN OFFICE.<br>2) NEW BULBS NOT IN STOCK ON TRUCK WERE NEEDED.<br>MATERIAL COST: 3 GFCI OUTLETS, 1 WATERPROOF COVER, 3 - COUNTDOWN TIMERS, 1 - LED DOME LIGHT, 2 - FLUORESCENT BULBS, 15 - DIMMABLE BULBS, MISC SMALL PARTS                | 327.00       | 327.00     |
| 7.25   | JOURNEYMAN HOURS:  | 96.00        | 696.00     |
| NET DUE UPON RECEIPT. A LATE CHARGE OF 1.5% PER MONTH WILL BE ADDED AFTER 30 DAYS. |  | <b>Total</b> | \$1,023.00 |



RIVER CITY ELECTRIC  
 Division Of B & D Electric, Inc.  
 P. O. Box 12  
 Rocklin, CA 95677

Invoice

| Date      | Invoice # |
|-----------|-----------|
| 1/18/2023 | 23013     |

916-344-4700 Lic. #710184

*N2299 / Electric / Clubhouse Repairs*

NEPENTHE ASSOCIATION  
 1131 COMMONS DR  
 SACRAMENTO, CA 95825

| P.O. No.    | Terms          | Project |
|-------------|----------------|---------|
| WO #1106560 | Due on receipt |         |

| Quantity   | Description   | Rate         | Amount   |
|--|---|--------------|----------|
|  | JOB DATE: 11/2/22 —<br>LOCATION: CLUBHOUSE<br><br>PAYMENT DUE FOR ELECTRICAL WORK COMPLETED:<br>1) TROUBLESHOT POWER NOT WORKING IN THE FRONT OFFICE.<br>2) REMOVED AND REPLACED BAD/DEFECTIVE BREAKER.<br><br>MATERIAL COST: |              |          |
| 1  | SERVICE CALL:   | 96.00        | 96.00    |
|  |   | 12.00        | 12.00    |
| NET DUE UPON RECEIPT. A LATE CHARGE OF 1.5% PER MONTH WILL BE ADDED AFTER 30 DAYS. |   | <b>Total</b> | \$108.00 |



Invoice

RIVER CITY ELECTRIC  
Division Of B & D Electric, Inc.  
P. O. Box 12  
Rocklin, CA 95677

| Date      | Invoice # |
|-----------|-----------|
| 1/18/2023 | 23010     |

916-344-4700 Lic. #710184

*N22991 / Pole Lights / 1443 Univ broken pole light*

NEPENTHE ASSOCIATION  
1131 COMMONS DR  
SACRAMENTO, CA 95825

| P.O. No.    | Terms          | Project |
|-------------|----------------|---------|
| WO #1072063 | Due on receipt |         |

| Quantity   | Description  | Rate         | Amount  |
|--|--|--------------|---------|
| 1  | <p>JOB DATE: 6/1/22<br/>LOCATION: 1443 UNIVERSITY</p> <p>PAYMENT DUE FOR ELECTRICAL WORK COMPLETED:<br/>1) TROUBLESHOT POST LIGHT FIXTURE AT THE ABOVE LOCATION.<br/>FOUND POWER WAS FUNCTIONAL.</p> <p>***ADVISED MAINTENANCE TO REPAIR BROKEN FITTING.***</p> <p>SERVICE CALL:</p> | 96.00        | 96.00   |
| NET DUE UPON RECEIPT. A LATE CHARGE OF 1.5% PER MONTH WILL BE ADDED AFTER 30 DAYS. |  | <b>Total</b> | \$96.00 |



RIVER CITY ELECTRIC  
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 Rocklin, CA 95677

Invoice

| Date      | Invoice # |
|-----------|-----------|
| 1/18/2023 | 23009     |

916-344-4700 Lic. #710184

NEPENTHE ASSOCIATION  
 1131 COMMONS DR  
 SACRAMENTO, CA 95825

| P.O. No.    | Terms          | Project |
|-------------|----------------|---------|
| WO #1063339 | Due on receipt |         |

| Quantity   | Description  | Rate         | Amount   |
|--|--|--------------|----------|
|  | JOB DATE: 4/28/22<br>LOCATION: DUNBARTON CABANA<br><br>PAYMENT DUE FOR ELECTRICAL WORK COMPLETED:<br>1) TROUBLESHOT LIGHTS OUT IN THE POOL AREA. FOUND<br>POWER AT WET NICHE IS GOOD.<br><br>***RECOMMEND POOL COMPANY REPAIR THE LIGHT*** |              |          |
| 1  | SERVICE CALL:  | 96.00        | 96.00    |
| 0.5  | JOURNEYMAN HOURS:  | 96.00        | 48.00    |
|  | <i>N22991 / Electric / Lights out at pool</i>  |              |          |
| NET DUE UPON RECEIPT. A LATE CHARGE OF 1.5% PER MONTH WILL BE ADDED AFTER 30 DAYS. |  | <b>Total</b> | \$144.00 |