



NEPENTHE ASSOCIATION

Open Session Nepenthe Board of Directors

August 2, 2023 6:00 PM
Nepenthe Clubhouse
1131 Commons Drive
Sacramento, CA

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=bDJDaIMycUswQ0ZPSU81Y05jeVF6dz09>

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 July 5, 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.

The Board took the following action at the July 5, 2023 Executive Session:

Contracts: Proposal approved in the amount of \$2,645 to relocate emergency shut-off switch to a location within 50 feet of spa as required by code.

III. REPORTS

A. CONSTRUCTION MANAGER'S REPORT

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

Supporting Documents

📎 <i>Nepenthe Phase 1 Monthly Report July 2023.pdf</i>	5
📎 <i>Nepenthe Change Order Log Updated 7.28.23.pdf</i>	18

B. GENERAL MANAGER'S REPORT

General Manager Dusty Favichia has submitted the enclosed work order report and will answer any questions the Board may have.

Supporting Documents

📎 <i>July 2023 Work Order Report.pdf</i>	37
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IV. COMMITTEE UPDATES

Supporting Documents

📎 <i>Architectural Review Committee Minutes July 2023.d.docx</i>	62
📎 <i>Finance Committee Minutes July 2023.docx</i>	70
📎 <i>Grounds Committee Meeting Minutes July 2023.docx</i>	73
📎 <i>ILS Committee Meeting Minutes July 2023.pdf</i>	76
📎 <i>Outreach Committee Minutes July 2023.pdf</i>	78

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

[E-mail Re Marcus Lozada - Rcvd 07182023.pdf](#) 83
[Letter Re Carson Signs - Rcvd 07202023.pdf](#) 85

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 through C as presented.

▶ **Action Required: Board Resolution**

A. APPROVAL OF MINUTES

Proposed Resolution

The Open Session Minutes dated July 5, 2023 are approved as presented.

Supporting Documents

[NEP 2023-7-5 Open Session Minutes.pdf](#) 88

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 June 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 \$12,865.72 and year-to-date reserve funding of \$2,165,600.88 compared to the year-to-date reserve funding budget of \$1,125,726.** The actual year-to-date operating expenses were \$945,302.01. The budgeted year-to-date operating expenses were \$924,228. The association has \$327,299.51 in operating funds, which represents .96 months of budgeted expenses and reserve contributions. The association has \$11,822,156.57 in reserve funds.

Supporting Documents

[NEP 06-2023 Financials ABBREVIATED.pdf](#) 92

C. ARCHITECTURAL APPROVALS

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

Address	Improvement	Recommendation
2270 Swarthmore Drive	New Patio Hardscape	Approval
905 Dunbarton Circle	HVAC	Emergency Approval
1331 Commons Drive	HVAC	Emergency Approval
Address	Improvement	Recommendation
2270 Swarthmore Drive	Fence Extension	Pending Further Board

		Review
811 Dunbarton Circle	Fence Alteration	Pending Further Board Review

VIII. UNFINISHED BUSINESS

A. 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

[!\[\]\(23d9fc146e83b5c3013cfa32c784f8d5_img.jpg\) *Board Follow-Up - July 2023 Open Meeting Forum.doc.docx* 104](#)

IX. NEW BUSINESS

A. LANDSCAPE SERVICE REQUEST PROCESS

Proposed Resolution

The Board approves revisions made to the Process for Homeowner Landscape Requests.

Supporting Documents

[!\[\]\(758ebdf4629c903da74c2e079717ae32_img.jpg\) *PUB 2023 Process for Homeowner Landscaping Request.docx* 107](#)

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 September 6, 2023, at 6:00 pm.

XII. ADJOURN

Nepenthe Phase 1 Monthly Report July 2023.pdf



Dry Rot and Painting Project
Phase One 2022-2023
Phase Two 2023-2024

Monthly Project Report For July 2023

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
Phase One 2022-2023
Location: Sacramento, CA



1. Project Overview	3
2. Phase #2.	3
3. Cost Management	4
4. Invoice Control	5- 9
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- July 2023

Even with the heat work progress has been good. An update on progress is below.

1. Dry rot repairs and painting are completed at building unit addresses-
Up to 709 Dunbarton.
2. Dry rot repairs are completed up to 907 Dunbarton.
3. Repairs are in process at 1001 - 1013 Dunbarton.
These will be completed in the following week's weather permitting..

4. Looking ahead,

The next units on the list for repairs are 1015 through 1109 Dunbarton.
Painting will start back up on 8/14.

6. Weather permitting CPR and I will do our pre-construction inspection
At 1111 & 1113 Dunbarton next week.
7. **Change order log-** Due to its size, it has been moved to its own attachment.
The total adjusted contract amount for wood repairs is at the bottom of the C/O log.
\$1,371,876.20
8. Changes to Cost Management and Invoice Control for the month of June
are highlighted in **yellow..**

2. Phase #2.

Phase #2 RFP'S for both wood repairs and painting have been sent to the board for approval. As soon as they are approved we will start scheduling site visits with contractors. **Approval pending.**

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			\$747,495.08 Includes Change Orders Less Retention	\$747,495.08	
CPR Construction	Change Orders Approved		\$549,019.20		Included Above		
CPR Construction	Total Retention to date	\$36,908.18					
CPR Construction	Total Retention Invoiced	\$36,907.39			\$36,907.39	\$36,907.39	
CPR Construction	Permits		\$8,986.24		Included Above		
Progressive Painting	Painting Original Contract	\$306,250.00			\$105,000.00	\$87,500.00	
	TOTAL PAID TO ALL ABOVE				Invoiced Value \$889,402.47	Value Paid \$871,902.47	

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	\$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
			Orders				
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
CPR Construction	Siding Repair	1251	Units 601,603, 605, 607, 609,611, 613, 615, 701, 703,813, 815 Including Change Orders	Total Due Minus Retention \$69,707.27	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1262	Units 711,713,715, 717,719, Including Change Orders	Total Due Minus Retention \$109,770.15	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 Constructio	Siding RepairR	1269	Units 901, 903, 903,905,907,801,803,817, 807, 811, 809, Including Change Orders	Total Due Includes Retention Invoiced \$125,390.93	COMPLETE	APPROVED	PAID
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	PAID
Progressive Painting	Paint	17326	Painting	\$10,500.00	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
Progressive Painting	Paint	17335	Painting	\$14,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17361	Painting	\$17,500.00	COMPLETE	APPROVED	PENDING
			TOTAL APPROVED	Invoiced Value \$889,402.47			
			TOTAL APPROVED, NOT PAID	\$17,500.00			
			TOTAL PENDING APPROVAL	\$0			
			TOTAL PAID	\$871,902.47			

End Report.

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
Phase One 2022-2023
Location: Sacramento, CA



Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
Phase One 2022-2023
Location: Sacramento, CA



Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
Phase One 2022-2023
Location: Sacramento, CA



Nepenthe Change Order Log Updated 7.28.23.pdf



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

Date: July 27, 2023 Contact: Paul Reeves
 Property Name: Nepenthe Homeowner's Associtaion 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 REVISED	101 DB and 1395 Commons			\$3,767.15	Additional Siding and Trim
COR #02 REVISED	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	2308 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 REVISION	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	NO ORIGINAL SCOPE LISTED 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
COR #119	Additional Siding and Trim Unit #507 DB Supplemental to COR#112			\$357.85	Additional Siding and Trim
COR #120	Additional Siding and Trim Unit #605 DB Supplemental to COR#76			\$713.97	Additional Siding and Trim
COR #121	Additional Siding and Trim Unit #609 DB Supplemental to COR#87			\$2,494.98	Additional Siding and Trim
COR #122	Additional Siding and Trim Unit #611 DB Supplemental to COR#88			\$1,115.47	Additional Siding and Trim
COR #123	Fence Repairs Unit #813 DB			\$647.83	Additional Fence Repairs

COR #124	Additional Siding and Trim Unit #611 DB Supplemental to COR#122			\$1,832.99	Additional Siding and Trim
COR #125	Additional Siding and Trim Unit #615 DB Supplemental to COR#90			\$1,274.35	Additional Siding and Trim
COR#126	Additional Siding and Trim Unit #711 DB			\$2,718.99	Additional Siding and Trim
COR#127	Additional Siding and Trim Unit #713 DB			\$4,771.46	Additional Siding and Trim
COR#128	Additional Siding and Trim Unit #715 DB			\$6,703.39	Additional Siding and Trim
COR#129	Additional Siding and Trim Unit #717 DB			\$3,404.26	Additional Siding and Trim
COR#130	Additional Siding and Trim Unit #719 DB			\$3,631.58	Additional Siding and Trim
COR #131	Fence Repairs Unit #711-719 DB			\$8,679.31	Additional Fence Repairs
COR #132	Fence Repairs Unit #607 DB			\$2,269.27	Additional Fence Repairs
COR #133	Additional Siding and Trim Unit #701 DB Supplemental to COR#106			\$947.42	Additional Siding and Trim
COR #134	Asbestos and Lead Testing Unit #705 DB Supplemental to COR#108			\$966.00	Asbestos and Lead Testing Drywall

COR #135	Additional Siding and Trim Unit #703 DB Supplemental to COR#107			\$268.41	Additional Siding and Trim
COR #136	Additional Siding and Trim Unit #705 DB Supplemental to COR#134			\$2,299.46	Additional Siding and Trim
COR #137	Additional Siding and Trim Unit #707 DB Supplemental to COR#109			\$747.97	Additional Siding and Trim
COR #138	Additional Siding and Trim Unit #709 DB Supplemental to COR#110			\$1,022.45	Additional Siding and Trim
COR#139	Additional Siding and Trim Unit #801 DB			\$4,608.03	Additional Siding and Trim
COR#140	Additional Siding and Trim Unit #803 DB			\$1,397.42	Additional Siding and Trim
COR#141	Additional Siding and Trim Unit #805 DB			\$5,812.39	Additional Siding and Trim
COR #142	Fence Repairs Unit #801 and #805 DB			\$13,563.48	Additional Fence Repairs
COR#143	Additional Siding and Trim Unit #709 DB Supplemental to COR#138			\$626.07	Additional Siding and Trim
COR #144	Additional Siding and Trim Unit #711 DB Supplemental to COR#126			\$1,023.70	Additional Siding and Trim

COR #145	Additional Siding and Trim Unit #713 DB Supplemental to COR#127			\$2,445.99	Additional Siding and Trim
COR #146	Additional Siding and Trim Unit #711 DB Supplemental to COR#144			\$553.62	Additional Siding and Trim
COR #147	Trellis Caps Unit #713 DB Supplemental to COR#145		\$766.80		Trellis Caps
COR#148	Additional Siding and Trim Unit #807 DB			\$3,013.08	Additional Siding and Trim
COR#149	Additional Siding and Trim Unit #809 DB			\$5,601.65	Additional Siding and Trim
COR#150	Additional Siding and Trim Unit #811 DB			\$4,111.76	Additional Siding and Trim
COR #151	Fence Repairs Unit #807 through #811 DB			\$5,194.90	Additional Fence Repairs
COR#152	Additional Siding and Trim Unit #817 DB			\$6,382.79	Additional Siding and Trim
COR #153	Fence Repairs Unit #817 DB			\$3,534.75	Additional Fence Repairs
COR#154	Additional Siding and Trim Unit #901 DB			\$5,672.62	Additional Siding and Trim
COR#155	Additional Siding and Trim Unit #903 DB			\$2,059.56	Additional Siding and Trim
COR#156	Additional Siding and Trim Unit #905 DB			\$3,547.40	Additional Siding and Trim

COR#157	Additional Siding and Trim Unit #907 DB			\$678.00	Additional Siding and Trim
COR #158	Fence Repairs Unit #901 and 905 DB			\$11,462.96	Additional Fence Repairs
COR #159	Additional Siding and Trim Unit #717 DB Supplemental to COR#129			\$1,115.88	Additional Siding and Trim
COR #160	Additional Siding and Trim Unit #719 DB Supplemental to COR#130			\$439.64	Additional Siding and Trim
COR #161	Additional Siding and Trim Unit #801 DB Supplemental to COR#139			\$1,051.74	Additional Siding and Trim
COR #162	Additional Siding and Trim Unit #803 DB Supplemental to COR#140			\$310.33	Additional Siding and Trim
COR #163	Additional Siding and Trim Unit #813 DB Supplemental to COR#114	\$354.99			Additional Siding and Trim
COR#164	Additional Siding and Trim Unit 1001 DB			\$7,363.55	Additional Siding and Trim
COR#165	Additional Siding and Trim Unit #1003 DB			\$4,690.53	Additional Siding and Trim
COR#166	Additional Siding and Trim Unit #1005 DB			\$9,686.01	Additional Siding and Trim
COR#167	Additional Siding and Trim Unit #1007 DB			\$5,369.12	Additional Siding and Trim

COR #168	Additional Siding and Trim Unit #809 DB Supplemental to COR#149			\$278.59	Additional Siding and Trim
COR #169	Additional Siding and Trim Unit #613 DB Supplemental to COR#89		\$919.42		See REVISION COR#169R
COR #169R REVISED	Additional Siding and Trim Unit #613 DB Supplemental to COR#89			\$1,197.82	Additional Siding and Trim
COR #170	Additional Siding and Trim Unit #901 DB Supplemental to COR#154			\$649.17	Additional Siding and Trim
COR #171	Additional Siding and Trim Unit #903 DB Supplemental to COR#155		\$1,025.65		See REVISION COR#171R
COR #171R REVISED	Additional Siding and Trim Unit #903 DB Supplemental to COR#155			\$1,415.01	Additional Siding and Trim
COR #172	Additional Siding and Trim Unit #1009 DB			\$3,963.43	Additional Siding and Trim
COR #173	Additional Siding and Trim Unit #1101 DB Supplemental to COR#149			\$2,026.05	Additional Siding and Trim
COR #174	Fence Repairs Unit #1001 DB			\$8,566.96	Additional Fence Repairs

COR #175	Additional Siding and Trim Unit #907 DB Supplemental to COR#157			\$356.65	Additional Siding and Trim
COR #176	Additional Siding and Trim Unit #1001 DB Supplemental to COR#164			\$1,266.10	Additional Siding and Trim
COR #177	Additional Siding and Trim Unit #1003 DB Supplemental to COR#165			\$1,106.09	Additional Siding and Trim
COR #178	Additional Siding and Trim Unit #1005 DB Supplemental to COR#166			\$842.29	Additional Siding and Trim
COR #179	Additional Siding and Trim Unit #1011 DB			\$8,331.44	Additional Siding and Trim
COR #180	Additional Siding and Trim Unit #1013 DB			\$2,616.51	Additional Siding and Trim
COR #181	Additional Siding and Trim Unit #1015 DB			\$5,436.21	Additional Siding and Trim
COR #182	Additional Siding and Trim Unit #1017 DB			\$4,801.31	Additional Siding and Trim
COR #183	Additional Siding and Trim Unit #1019 DB			\$8,071.65	Additional Siding and Trim
COR #184	Fence Repairs Unit #1017 AND 1019 DB			\$8,937.75	Additional Fence Repairs
COR #185	Fence Repairs Unit #1101 DB			\$4,851.17	Additional Fence Repairs

COR #186	Additional Siding and Trim Unit #1101 DB			\$2,955.08	Additional Siding and Trim
COR #187	Additional Siding and Trim Unit #905 DB Supplemental to COR#156	\$278.59			Additional Siding and Trim
COR #188	Additional Siding and Trim Unit #1013 DB Supplemental to COR#180	\$278.59			Additional Siding and Trim
COR #189	Additional Siding and Trim Unit #1011 DB Supplemental to COR#179	\$391.18			Additional Siding and Trim
COR #190	Permit Fees Round 3			\$3,398.69	Permit Fees
TOTALS		\$1,303.35	\$18,710.08	\$549,019.20	
TOTAL ORIGINAL CONTRACT AMOUNT				\$822,857.00	
TOTAL ADJUSTED CONTRACT AMOUNT				\$1,371,876.20	

July 2023 Work Order Report.pdf



Work Orders Nepenthe Association

WO#: 1156107	Status: Open	Progress Code: Request Sent
Unit/Common Area: 1015 Dunbarton Cir		Category: Landscape
Date Created: 07/28/2023	Date Completed:	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Carson Please remove the bush by the front entry door to accommodate siding work. Thanks		
Notes:		
<hr/>		
WO#: 1156106	Status: Open	Progress Code: Received
Unit/Common Area: General		Category: Handyman
Date Created: 07/28/2023	Date Completed:	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Wash down Elmhurst walk way		
Notes:		
<hr/>		
WO#: 1155818	Status: Closed	Progress Code: Completed
Unit/Common Area: General		Category: Irrigation
Date Created: 07/27/2023	Date Completed: 07/27/2023	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Zone 1 Controller A Station 2 Colby (Roundabout) – Replace (2) Rotary Clogged Station 4 Adelphi (Roundabout) – Replace (2) Rotary Clogged Station 77 1131 Commons Dr. – Replace (4) Rotary Clogged Station 86 2329 Swarthmore Dr. – Repair Broken Netafim Zone 3 Controller C Station 48 601 Dunbarton Cir. – Replace (1) Rotary Clogged Zone 4 Controller D Station 25 700 Dunbarton Cir. – Replace (1) Rotary Clogged Station 42 1112 Dunbarton Cir. – Replace (1) Rotary Clogged Station 45 1106 Dunbarton Cir. – Replace (1) Rotary Clogged Station 47 1014 Dunbarton Cir. – Replace (1) Rotary Clogged Station 53 1004 Dunbarton Cir. – Replace (1) Rotary Clogged		
Notes:		



Work Orders
Nepenthe Association



Work Orders Nepenthe Association

WO#: 1155816	Status: Closed	Progress Code: Completed
Unit/Common Area: General		Category: Irrigation
Date Created: 07/27/2023	Date Completed: 07/27/2023	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Zone 1 Contoller A Station 25 6 Colby Ct. – Add (1) sprinkler and replace (3) rotary nozzles Zone 3 Contoller C Station 41 605 Dunbarton Cir. – Repair (1) broken Netafim line Zone 5 Contoller E Station 5 1185 Vanderbilt Wy. – Replace (3) rotary nozzles and proper grade (2) sprinklers Station 43 1263 Vanderbilt Wy. – Repair (1) broken lateral in root infested area Zone 7 Contoller G Station 28 1569 University Ave. – Repair (1) broken lateral in root infested area		
Notes:		
WO#: 1155591	Status: Closed	Progress Code: Completed
Unit/Common Area: 2308 Swarthmore Dr		Category: Handyman
Date Created: 07/26/2023	Date Completed: 07/26/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: replace bulb in alleyway		
Notes:		
WO#: 1155253	Status: Open	Progress Code: Request Sent
Unit/Common Area: 6 Adelphi Ct		Category: Siding
Date Created: 07/25/2023	Date Completed:	Vendor: Critical Path Reconstruction Inc
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: CPR Kitchen window in the courtyard, has a leak that goes inside. Board has approved the proposal for NTE \$1815.56 Thanks		
Notes:		



Work Orders Nepenthe Association

WO#: 1155202	Status: Closed	Progress Code: Completed
Unit/Common Area: Lighting		Category: Handyman
Date Created: 07/25/2023	Date Completed: 07/25/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Please replace lightbulb		
Notes:		
<hr/>		
WO#: 1155122	Status: Open	Progress Code: Request Sent
Unit/Common Area: 204 Elmhurst Cir		Category: Tree Maintenance
Date Created: 07/25/2023	Date Completed:	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Grove, Please pick up the big branch in front of the home that is in common area and front patio. Thank you		
Notes:		
<hr/>		
WO#: 1155038	Status: Closed	Progress Code: Completed
Unit/Common Area: 1403 Commons Dr		Category: Handyman
Date Created: 07/24/2023	Date Completed: 07/25/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Adjusted gate door till repair. Mike and I stopped by today to talk to neighbor john regarding his fence. It is on the list for repairs. However we will be fixing the entry gate front panel until zone 4 repair ***** The screws holding the inside gate latch have fallen out because the wood has completely deteriorated. This is a concern as the gate lock still functions inside and outside the gate but the gate itself can be easily compromised		
Notes:		



Work Orders Nepenthe Association

WO#: 1155008	Status: Open	Progress Code: Request Sent
Unit/Common Area: 302 Elmhurst Cir		Category: Tree Maintenance
Date Created: 07/24/2023	Date Completed:	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Grove at 302 Elmhurst huge branch ready to fall thanks		
Notes:		
<hr/>		
WO#: 1154997	Status: Closed	Progress Code: Completed
Unit/Common Area: 205 Dunbarton Cir		Category: Handyman
Date Created: 07/24/2023	Date Completed: 07/24/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Marcus Please put the sign back on 7/24- installed address sign		
Notes:		
<hr/>		
WO#: 1154986	Status: Closed	Progress Code: Completed
Unit/Common Area: General		Category: Handyman
Date Created: 07/24/2023	Date Completed: 07/25/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: please install new address sign		
Notes:		



Work Orders Nepenthe Association

WO#: 1154982	Status: Closed	Progress Code: Completed
Unit/Common Area: 611 Dunbarton Cir		Category: Handyman
Date Created: 07/24/2023	Date Completed: 07/27/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Install new adress sign		
Notes:		
<hr/>		
WO#: 1154947	Status: Open	Progress Code: Request Sent
Unit/Common Area: 203 Elmhurst Cir		Category: Tree Maintenance
Date Created: 07/24/2023	Date Completed:	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Grove There is a branch hanging from a tree at in front of 203 Elmhurst thanks		
Notes:		
<hr/>		
WO#: 1154884	Status: Open	Progress Code: Request Sent
Unit/Common Area: 2242 Swarthmore Dr		Category: Tree Maintenance
Date Created: 07/24/2023	Date Completed:	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Grove Please inspect birch tree at 2242 Swarthmore, left of front door. Thanks		
Notes:		



Work Orders Nepenthe Association

WO#: 1154868	Status: Closed	Progress Code: Completed
Unit/Common Area: 800 Dunbarton Cir		Category: Handyman
Date Created: 07/24/2023	Date Completed: 07/24/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Marcus, Please blow her patio off due to the debris from bailey boys. Her gate was locked when cleaning her gutter. Please contact her before going over there. Thank you!		
Notes:		
WO#: 1154852	Status: Open	Progress Code: In-Progress
Unit/Common Area: 201 Dunbarton Cir		Category: Handyman
Date Created: 07/24/2023	Date Completed:	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: 7/27- will contact us next week to set up appt. ***** Please check mailbox		
Notes:		
WO#: 1154792	Status: Closed	Progress Code: Completed
Unit/Common Area: 1423 Commons Dr		Category: Handyman
Date Created: 07/24/2023	Date Completed: 07/25/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Marcus, Please stop by annas home and contact her so she can show you part of the concrete that is coming up. Thank you. ***** Hey there, I just wanted to give you an update regarding your drive way in the alleyway. Unfortunately the homeowner is responsible for fixing the drive way. If you have any questions, please feel free to contact the office		
Notes:		



Work Orders Nepenthe Association

WO#: 1154583	Status: Open	Progress Code: Received
Unit/Common Area: Cabana- Elmhurst		Category: Fences
Date Created: 07/21/2023	Date Completed:	Vendor: Critical Path Reconstruction Inc
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: CPR Please provide a proposal for the damaged fence links at Elmhurst. Thanks		
Notes:		
<hr/>		
WO#: 1154558	Status: Closed	Progress Code: Completed
Unit/Common Area: 316 Elmhurst Cir		Category: Tree Maintenance
Date Created: 07/21/2023	Date Completed: 07/24/2023	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Grove a large limb has fallen on my roof at 316 Elmhurst circle. please remove Thanks		
Notes:		
<hr/>		
WO#: 1154493	Status: Closed	Progress Code: Completed
Unit/Common Area: Cabana- Elmhurst		Category: Handyman
Date Created: 07/21/2023	Date Completed: 07/24/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Marcus please power wash the canopy by Elmhurst tennis court. thanks		
Notes:		



Work Orders Nepenthe Association

WO#: 1154489	Status: Closed	Progress Code: Completed
Unit/Common Area: Clubhouse		Category: Handyman
Date Created: 07/21/2023	Date Completed: 07/21/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Marcus Please power wash the bird poop from the stairs by the tennis court. Also please check the shower leaking		
Notes:		
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WO#: 1154485	Status: Closed	Progress Code: Completed
Unit/Common Area: General		Category: Handyman
Date Created: 07/21/2023	Date Completed: 07/21/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Paint all black light post		
Notes:		
<hr/>		
WO#: 1154255	Status: Closed	Progress Code: Completed
Unit/Common Area: General		Category: Handyman
Date Created: 07/20/2023	Date Completed: 07/26/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: pressure wash bird poop areas		
Notes:		



Work Orders Nepenthe Association

WO#: 1154175	Status: Closed	Progress Code: Completed
Unit/Common Area: 1102 Dunbarton Cir		Category: Handyman
Date Created: 07/20/2023	Date Completed: 07/21/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: **Will be contacting CPR 7/21 @8am ***** Marcus, H/O's post is split, so the latch was installed to the left of the split and the gate doesn't stay closed. Please fix temporarily until CPR gets to her home.		
Notes:		
WO#: 1154158	Status: Open	Progress Code: Request Sent
Unit/Common Area: General		Category: Gutter
Date Created: 07/20/2023	Date Completed:	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Gutter List Bailey Boys 1509 University 903 Elmhurst 903 Elmhurst 1428 Commons 1014 Commons 812 Dunbarton 800 Dunbarton 1039 Commons		
Notes:		
WO#: 1154132	Status: Open	Progress Code: In-Progress
Unit/Common Area: 1039 Commons Dr		Category: Handyman
Date Created: 07/20/2023	Date Completed:	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: 7/22- Stopped by, no answer 7/23- Stopped by and called no answer and voicemail box is full 7/25- No answer ***** Marcus Multiple rotted boards and falling apart. thanks		
Notes:		



Work Orders Nepenthe Association

WO#: 1154112	Status: Closed	Progress Code: Completed
Unit/Common Area: Landscape		Category: Irrigation
Date Created: 07/20/2023	Date Completed: 07/20/2023	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Zone 1 Controller A K-Rain #4 1 Adelphi Ct. – Replace (2) clogged Rotary Nozzles Station 44 1 Adelphi Ct. – Repair broken Netafim Station 82 1131 Swarthmore Dr. – Replace (1) broken sprinkler Station 93 2325 Swarthmore Dr. – Repair (1) broken sprinkler Zone 2 Controller B Station 25 1350 Commons Dr. – Replace (2) clogged Rotary Nozzles Station 56 2445 Swarthmore Dr. – Add more emitters Station 62 2283 Swarthmore Dr. – Replace broken solenoid Station 63 2281 Swarthmore Dr. – Repair broken Netafim Station 65 2287 Swarthmore Dr. – Replace broken solenoid Zone 3 Controller C Station 13 1013 Dunbarton Cir. – Repair broken Netafim Zone 4 Controller D Station 38 720 Dunbarton Cir. – Replace (2) clogged Rotary Nozzles Station 39 800 Dunbarton Cir. – Replace (1) clogged Rotary Nozzle Station 43 1425 Commons Dr. – Repair broken Netafim Zone 6 Controller F Station 6 816 Elmhurst Cir. – Repair broken pipe		
Notes:		
<hr/>		
WO#: 1153960	Status: Closed	Progress Code: Completed
Unit/Common Area: 1013 Dunbarton Cir		Category: Tree Maintenance
Date Created: 07/19/2023	Date Completed: 07/19/2023	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Grove Please remove the branch from the roof. Thanks		
Notes:		
<hr/>		
WO#: 1153886	Status: Closed	Progress Code: Completed
Unit/Common Area: 1310 Commons Dr		Category: Handyman
Date Created: 07/19/2023	Date Completed: 07/20/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:



Work Orders Nepenthe Association

Description: Please replace fence board. 7/20-Replaced board			
Notes:			
WO#: 1153712	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1581 University Ave		Category:	Concrete
Date Created: 07/18/2023	Date Completed:	Vendor:	PRECISION CONCRETE CUTTING
Schedule Completion Date:			
Assigned To:	Phone:	Fax:	
Description: Precision Please repair the concrete Infront of the house, NTE \$750.00 Thanks			
Notes:			
WO#: 1153690	Status: Closed	Progress Code:	Completed
Unit/Common Area: 306 Dunbarton Cir		Category:	Handyman
Date Created: 07/18/2023	Date Completed: 07/25/2023	Vendor:	
Schedule Completion Date:			
Assigned To:	Phone:	Fax:	
Description: 7/25@10 am ***** please cut off screws and paint and adjust gate			
Notes:			
WO#: 1153686	Status: Closed	Progress Code:	Completed
Unit/Common Area: 807 Dunbarton Cir		Category:	Landscape
Date Created: 07/18/2023	Date Completed: 07/19/2023	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	Phone:	Fax:	



Work Orders Nepenthe Association

Description: Carson Please remove the the dead plant and check the irrigation thanks		
Notes: --7/19/2023 2:34:46 PM by ndhesi1 : Hi This plant was damage at the time they did the installation of the Smud electrical box and cable see picture area has water we walk this property with grownds and I show them the problem . Plant was remove thank --Frpm Oscar Thanks		
WO#: 1153659	Status: Closed	Progress Code: Completed
Unit/Common Area: 1155 Vanderbilt Way		Category: Handyman
Date Created: 07/18/2023	Date Completed: 07/20/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Marcus, Please stop by her home and check out her fence to see if there is dry rot and take pictures. She would like to be with you when inspecting the fence. So please contact her to know when to stop by. Thanks! ***** 7/20- appt @8am Replaced fence boards		
Notes:		
WO#: 1153387	Status: Closed	Progress Code: Completed
Unit/Common Area: 701 Elmhurst Cir		Category: Tree Report
Date Created: 07/18/2023	Date Completed: 07/18/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Downed tree branch in front of patio gate. Minor damage to fence. Moved branch to landscape area so just need clean up and disposal. ***** 7/18- Replaced fence board, will contact carson to remove branch		
Notes:		
WO#: 1153336	Status: Closed	Progress Code: Completed
Unit/Common Area: 324 Elmhurst Cir		Category: Irrigation
Date Created: 07/17/2023	Date Completed: 07/19/2023	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:



Work Orders Nepenthe Association

Description: Carson The spot by the gate had 2 euinymus die over the last couple year. Check irrigation		
Notes:		
WO#: 1153321	Status: Open	Progress Code: Request Sent
Unit/Common Area: 2248 Swarthmore Dr		Category: Siding
Date Created: 07/17/2023	Date Completed:	Vendor: Critical Path Reconstruction Inc
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: CPR May I please have the siding looked at for the whole house. Thank you		
Notes:		
WO#: 1153233	Status: Closed	Progress Code: Completed
Unit/Common Area: 710 Elmhurst Cir		Category: Handyman
Date Created: 07/17/2023	Date Completed: 07/18/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Marcus There is a board missing by the gate on her fence. thanks ***** 7/18-Screwed fence boards back on fence.		
Notes:		
WO#: 1153066	Status: Closed	Progress Code: Completed
Unit/Common Area: 1653 University Ave		Category: Tree Maintenance
Date Created: 07/17/2023	Date Completed: 07/17/2023	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Grove There is a branch that fell by 16543 University. Please remove		
Notes:		



Work Orders Nepenthe Association

WO#: 1153062	Status: Closed	Progress Code: Completed
Unit/Common Area: 1119 Vanderbilt Way		Category: Tree Maintenance
Date Created: 07/17/2023	Date Completed: 07/19/2023	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Grove There is a branch by the back gate Please remove		
Notes:		
WO#: 1152923	Status: Open	Progress Code:
Unit/Common Area: 605 Dunbarton Cir		Category: Sprinkler(s)
Date Created: 07/16/2023	Date Completed:	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Sprinkler line was cut by gardeners and is leaking lots of water onto house siding, fence, and alley. Sprinkler line, and water damage to house siding and fence need to be repaired. Cut line is in the bushes, at the corner of where the house meets the fence, on the right side (facing) the garage.		
Notes:		
WO#: 1152768	Status: Closed	Progress Code: Completed
Unit/Common Area: 1 Adelphi Ct		Category: Tree Maintenance
Date Created: 07/14/2023	Date Completed: 07/22/2023	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Grove The tree outside fence is going through the fence and hanging over their garden. HO would like this trimmed. thanks		
Notes:		



Work Orders Nepenthe Association

WO#: 1152680	Status: Closed	Progress Code: Completed
Unit/Common Area: Tennis Court - Clubhouse		Category: Fences
Date Created: 07/14/2023	Date Completed: 07/14/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: remove metal from bottom of the fence.		
Notes:		
<hr/>		
WO#: 1152549	Status: Closed	Progress Code: Completed
Unit/Common Area: Landscape		Category: Irrigation
Date Created: 07/13/2023	Date Completed: 07/13/2023	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Zone 1 Controller A Station 55 Office Commons – Replace broken lid Station 59 1129 Adelphi Ct. – Replace malfunction decoder Station 60 1129 Adelphi Ct. – Replace malfunction decoder Station 78 Office Pool Swarthmore – Repair broken Netafim Zone 3 Controller C Station 53 307 Dunbarton Cir. – Repair broken Netafim Station 53 1363 Dunbarton Cir. – Repair broken Netafim Station 73 1331 Swarthmore Dr. – Repair broken Netafim Zone 4 Controller D Station 17 508 Dunbarton Cir. – Repair broken Netafim Zone 5 Controller E Station 52 1071 Elmhurst Cir. – Replace 2 clogged nozzles Zone 6 Controller F Station 54 312 Elmhurst Cir. – Repair broken pipe Station 66 300 Elmhurst Cir. – Repair broken pipe Station 76 202 Elmhurst Cir. – Replace 3 clogged nozzles		
Notes:		
<hr/>		
WO#: 1152410	Status: Closed	Progress Code: Completed
Unit/Common Area: 703 Dunbarton Cir		Category: Handyman
Date Created: 07/13/2023	Date Completed: 07/14/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:



Work Orders Nepenthe Association

Description: Marcus, Please take a look at all three gates. The gate closest to Dunbarton the latch is loose. The gate by the alley always has issues closing you have to really slam it. The gate to the back patio has no issues that h/o knows of but please inspect and repair any issues. Also h/o would like to know if there was any issues and if you repair anything. You can contact Larry @ 626-622-8557
 ***** Adjust gates, good to go! 7/14

Notes:

WO#: 1152377 **Status:** Closed **Progress Code:** Completed
Unit/Common Area: 1143 Vanderbilt Way **Category:** Handyman
Date Created: 07/13/2023 **Date Completed:** 07/18/2023 **Vendor:**
Schedule Completion Date:

Assigned To: **Phone:** **Fax:**

Description: Marcus Please check her gate, there is a board missing and she needs a touch up for her unit if we have some COUNTRY CLUBH-KM 5785 Thanks ***** 7/17- Called and left message to set up appointment 7/18- Replaced fence board

Notes:

WO#: 1152201 **Status:** Closed **Progress Code:** Completed
Unit/Common Area: 704 Dunbarton Cir **Category:** Handyman
Date Created: 07/12/2023 **Date Completed:** 07/14/2023 **Vendor:**
Schedule Completion Date:

Assigned To: **Phone:** **Fax:**

Description: marcus please check her gate and fence. H/O said the gate is hard to open and close

Notes:

WO#: 1152143 **Status:** Closed **Progress Code:** Completed
Unit/Common Area: 2248 Swarthmore Dr **Category:** Handyman
Date Created: 07/12/2023 **Date Completed:** 07/17/2023 **Vendor:**
Schedule Completion Date:

Assigned To: **Phone:** **Fax:**



Work Orders Nepenthe Association

Description: Marcus Please see if this dry rot can wait till phase 3 repair. Please take good pictures so we can use them to get proposal from CPR if needs to be thanks *****waiting to get access in to back patio***** Will fwd work order to CPR- 7/17

Notes:

WO#: 1152062	Status: Closed	Progress Code: Completed
Unit/Common Area: 202 Dunbarton Cir	Category: Tree Maintenance	
Date Created: 07/12/2023	Date Completed: 07/19/2023	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.

Schedule Completion Date:

Assigned To:	Phone:	Fax:
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Description: Grove There is a branch hanging from a redwood tree in front of this unit. Thanks

Notes:

WO#: 1151877	Status: Closed	Progress Code: Completed
Unit/Common Area: Tennis Court - Clubhouse	Category: Handyman	
Date Created: 07/11/2023	Date Completed: 07/13/2023	Vendor:

Schedule Completion Date:

Assigned To:	Phone:	Fax:
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Description: Remove wood from south tennis court fence

Notes:

WO#: 1151776	Status: Open	Progress Code: Request Sent
Unit/Common Area: Landscape	Category: Irrigation	
Date Created: 07/11/2023	Date Completed:	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.

Schedule Completion Date:

Assigned To:	Phone:	Fax:
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Description: Zone 1 Station 60-61 Investigate short in the wire causing no power

Notes:



Work Orders Nepenthe Association

WO#: 1151334	Status: Closed	Progress Code: Completed
Unit/Common Area: Landscape		Category: Handyman
Date Created: 07/10/2023	Date Completed: 07/10/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: check for swamp under the mail box ****Will fwd work order to Carson landscape****		
Notes:		
WO#: 1151296	Status: Closed	Progress Code: Completed
Unit/Common Area: 722 Elmhurst Cir	Category: Tree Maintenance	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Date Created: 07/10/2023	Date Completed: 07/12/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Grove, There is a tree branch hanging from the tree closest to 722 Elmhurst house. Please remove. Thank you!		
Notes:		
WO#: 1151069	Status: Open	Progress Code: Request Sent
Unit/Common Area: 12 Adelphi Ct	Category: Tree Maintenance	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Date Created: 07/07/2023	Date Completed:	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Grove, Please remove the tree limb that fell on top of her garage. Thank you.		
Notes:		



Work Orders Nepenthe Association

WO#: 1151039	Status: Closed	Progress Code: Completed
Unit/Common Area: 1407 Commons Dr		Category: Handyman
Date Created: 07/07/2023	Date Completed: 07/07/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Marcus, Please grab the dead squirrel on top of garage roof. *****Removed dead squirrel, STINKY**		
Notes:		
WO#: 1150899	Status: Open	Progress Code: Request Sent
Unit/Common Area: Clubhouse		Category: Spa
Date Created: 07/07/2023	Date Completed:	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Geremia The board has approved to move spa shut off switch form existing location closer to the spa. thanks		
Notes:		
WO#: 1150859	Status: Open	Progress Code: Request Sent
Unit/Common Area: 510 Dunbarton Cir		Category: Roof Leak
Date Created: 07/07/2023	Date Completed:	Vendor: ADVANCED ROOF DESIGN INC
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Advance Roof, Please check for a leak in the roof on the left side of the trim running along the peak of the house. Please repair.		
Notes:		



Work Orders Nepenthe Association

WO#: 1150851	Status: Closed	Progress Code: Completed
Unit/Common Area: 814 Elmhurst Cir		Category: Handyman
Date Created: 07/07/2023	Date Completed: 07/07/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: please replace fence pickets		
Notes:		
WO#: 1150841	Status: Closed	Progress Code: Completed
Unit/Common Area: Cabana- Dunbarton		Category: Handyman
Date Created: 07/07/2023	Date Completed: 07/07/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Marcus, Please check the cabana doors by the rail they are not opening and closing properly. ****Shaved the bottom of the door****		
Notes:		
WO#: 1150631	Status: Closed	Progress Code: Completed
Unit/Common Area: General		Category: Irrigation
Date Created: 07/06/2023	Date Completed: 07/06/2023	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Zone 1 Controller A Station 47 1119 Adelphi Ct. – Repair broken Netafim line Station 53 37 Adelphi Ct. – Replace (1) broken solenoid Zone 2 Controller B Station 57 2259 Swarthmore Dr. – Repair broken Netafim line Zone 3 Controller C Station 30 709 Dunbarton Cir. – Repair broken fitting and move sprinkler for better coverage Zone 5 Controller E Station 1 1065 Vanderbilt Wy. – Add Emitter Station 31 1207 Vanderbilt Wy. – Repair broken Netafim line		
Notes:		



Work Orders Nepenthe Association

WO#: 1149942	Status: Closed	Progress Code: Completed
Unit/Common Area: 1107 Commons Dr		Category: Tree Maintenance
Date Created: 07/03/2023	Date Completed: 07/07/2023	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Grove Please remove the broken limb from the tree. Thanks.		
Notes:		
<hr/>		
WO#: 1149541	Status: Closed	Progress Code: Completed
Unit/Common Area: 208 DUNBARTON Cir		Category: Handyman
Date Created: 06/30/2023	Date Completed: 07/03/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Marcus, Please fix the globe by 208 Dunbarton backside by drive way. Globe is sitting on the floor broken.		
Notes:		
<hr/>		
WO#: 1149419	Status: Closed	Progress Code: Completed
Unit/Common Area: 903 Dunbarton Cir		Category: Handyman
Date Created: 06/29/2023	Date Completed: 07/03/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Please check both gates. They were last fixed in April. *****7/3 @10am*****		
Notes:		



Work Orders Nepenthe Association

WO#: 1149413	Status: Open	Progress Code: Request Sent
Unit/Common Area: 2316 AMERICAN RIVER Dr		Category: Pest Control
Date Created: 06/29/2023	Date Completed:	Vendor: PEST CONTROL CENTER
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Pest control This h/o is having an issue with wasp near the garage siding. Please inspect thank you		
Notes:		
WO#: 1149402	Status: Closed	Progress Code: Completed
Unit/Common Area: 206 Elmhurst Cir		Category: Handyman
Date Created: 06/29/2023	Date Completed: 06/30/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Marcus Please check the back gate. Hard to open and close thanks		
Notes:		
WO#: 1149373	Status: Closed	Progress Code: Completed
Unit/Common Area: Cabana- Elmhurst		Category: Handyman
Date Created: 06/29/2023	Date Completed: 06/29/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Marcus please check the lights at Elmhurst		
Notes:		
WO#: 1149281	Status: Closed	Progress Code: Completed
Unit/Common Area: 1324 Vanderbilt Way		Category: Handyman
Date Created: 06/29/2023	Date Completed: 06/29/2023	Vendor:
Schedule Completion Date:		
Assigned To:	Phone:	Fax:



Work Orders Nepenthe Association

Description: Marcus, Please blow the fertilizer away that is near his sidewalk and in the alley way. Thank you.

Notes:

WO#: 1149273	Status: Closed	Progress Code: Completed
Unit/Common Area: General		Category: Irrigation
Date Created: 06/29/2023	Date Completed: 07/10/2023	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.

Schedule Completion Date:

Assigned To:	Phone:	Fax:
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Description: Zone 1 Controller A Station 20 1035 Commons Dr. – Add emitters (10) Station 51 23 Adelphi Ct. – Replace (1) broken sprinkler and fitting (5) nozzles Station 54 Common Dr. Office – Replace clogged rotary nozzles (2) Station 59 1121 Commons Dr. – Replace (1) sprinkler Station 91 2329 Swarthmore Dr. – Repair (1) broken pipe K-Rain 2 21 Colby Ct. – Replace (1) broken sprinkler Zone 2 Controller B Station 52 2232 Swarthmore Dr. – Replace (1) broken sprinkler Station 54 2236 Swarthmore Dr. – Replace broken emitters Zone 3 Controller C Station 29 807 Dunbarton Cir. – Repair broken Netafim Station 40 607 Dunbarton Cir. – Replace (1) broken bubbler Zone 4 Controller D Station 8 304 Dunbarton Cir. – Repair broken Netafim Station 21 1407 Commons Dr. – Repair broken Netafim Zone 5 Controller E Station 65 613 Elmhurst Cir. – Repair broken Netafim Zone 7 Controller G Station 41 1629 University Ave. – Repair broken Netafim Station 47 1629 University Ave. – Replace (4) clogged rotary nozzles

Notes:

Architectural Review Committee Minutes July 2023.d.docx

NEPENTHE ARCHITECTURAL REVIEW COMMITTEE MINUTES
Thursday, July 13, 2023

July 13, 2023, Thursday at 5:34 pm, conducted in person.

Members present: Alan Watters, chairperson; Allen Davenport; Ken Luttrell; Paul Serafimidis; Shelby Drayton, Lee Blachowicz.

Also present: Markus Dascher, Board Liaison; Peter Pelkofer.

Meeting was convened at 5:30 pm.

A. Introductions.

B.1. Homeowner requests with only an advisory vote taken:

Concerning requests to modify fences: The ARC's usual area of influence on fence modifications is restricted to considering the moving a section of fence out to allow more room for a new HVAC system heat pump compressor or otherwise advising the Board when asked to. The ARC has not been granted the power to vote approval of a request to modify a fence but can only offer an advisory vote to the Board.

1. **B. 2270 Swarthmore Drive** – In this 5000F model, requested is an extension of the back fence toward the alley by six feet. The application includes an estimate from a contractor for the work, but it is our understanding that the HOA allows only its own fence contractor, Critical Path Reconstruction, to alter the fences. The plan also calls for a sliding fence component within the backyard to screen the heat pump condenser and three waste cans; this interior fence would be entirely at the homeowners' cost and would be their responsibility entirely to maintain.
-

The Committee noted that the application did not discuss the need to remove the HOA's bush (the Grounds Committee should be informed) and asked the homeowners for more specific information on the architecture of the fence extension: would it utilize the 2272's fence or build a new length parallel? Would a new fence post be included? Would the fence be of the original design or use the new design? The homeowners included an estimate from their own contractor, but it is the ARC's understanding that Nepenthe requires the use of its own fencing contractor only.

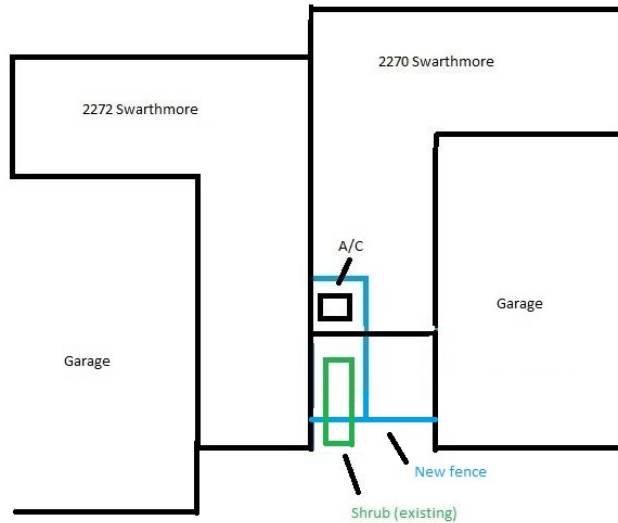


Diagram by ARC member Paul Serafidimis. This amplifies the diagram contained in the application itself.

Discussion summary:

Pro: It was suggested that there would be no cost to the association for the installation, that it would be a positive to remove some of the unattractive bushes to make room for the enclosing fence. It was suggested that the visual impact of the fence's being moved out in relation to the garage edge would be negligible and most probably not noticed. It was suggested that one effect of enlarging the backyard by enclosing more area for the garbage cans and heat pump would be to raise the value of this house, which in turn would be helpful to all the other houses in Nepenthe.

Con: Concern was voiced about plot boundaries versus the new fence line and if the fence extension were to affect plot boundaries, and if a change to the deed might be required. Concern was repeatedly voiced about setting a precedent, or that some might view this as giving over "common area" to private backyards. Concern was voiced about the esthetic impact of changing the design arrangement of structures.

Motion: A motion was made to approve the fence extension as submitted; it failed for lack of a second.

Finally, the committee asked for more details and a more detailed diagram of the fence, wishing to understand fully the details: bush removal, sidewalk alteration, namely, possibly cutting into the common area concrete pad, if a new section of fence length or a fence post were to be constructed.

On July 21, 2023 Chair Watters emailed and initiated a vote on the following:

“My judgment is that fences and other structures should remain as they were designed (almost always) and that allowing two homeowners to effectively enlarge their backyard would set a dangerous precedent and that these points outweigh the desire to aid them with storage for garbage cans, etc.

MOTION: Accordingly, I move that the ARC vote to recommend that the Board deny this part of the application.”

Member Lee Blachowicz seconded. Vote was conducted my email, finishing on July 24.

For denial motion: 3 votes
Against denial motion: 1 vote
Abstention: 1

Please see Appendix A for points for the Board to consider.

2. **811 Dunbarton Circle** – Request for raising the height of the patio fence.

Background:

In June, 2019, the ARC received this application from the same homeowners:

1. **“811 Dunbarton Circle** – Fence alteration request: The ARC’s usual area of influence on fence modifications is restricted to moving a section of fence out to allow more room for a new HVAC system compressor. The ARC has not been granted the power to vote approval of a request to raise the height of an existing fence. The owners’ home is located in the far corner of Nepenthe adjacent to University Avenue and the Howe Avenue rise, with the entrance patio facing the hill. Recently a bullet was shot into one of the windows of this patio area. The patio is enclosed by a concrete block fence roughly five feet high. The owners request to raise the height to eight feet by building up blocks on the existing fence. It was noted that a fence over six feet high would be an exception to both the Zoning Code and the Building Code unless designed by an engineer, and an exception would need to be sought from the City. Before any addition to the current fence, its foundation would need to be assessed. The homeowners also cited a crack running down the fence. Sarah Lowrey agreed to ask the HOA’s preferred concrete contractors to assess the foundation and any possible

problems and report back.”

This 2019 application was later withdrawn.

This concrete brick fence is 57” or 4’ 9” high, less than the usual 6’ fence height. This application seeks to add four six-inch high redwood boards on top of the bricks, raising the fence height by 2’, secured by nine steel posts bolted into the bricks and boards. The redwood boards would be painted to match the gate and the posts painted to match the brick or boards, depending. The application contains only rather cursory details about the components of the construction.

Some members pointed out, that in considering structural soundness, the simplest and most expedient solution would be to raise the height of the fence using more courses of concrete block. However, the homeowner stated that she is not interested in raising the height of the fence using matching blocks.

An advisory vote was conducted on July 21 on the appearance only of the potential wooden addition to the concrete block fence:

In favor of appearance: 2 members

Opposed to appearance: 2 members

Please see Appendix B for points for the Board to consider.

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

3. **A. 2270 Swarthmore Drive** – In this 5000F model, requested is a new patio hardscape. Part of the plan is to remove the existing trellis; this does not need approval. Contractor not chosen as yet. Chair Watters met with the applicants and discussed the salient points of the Home Improvement Guidelines, such as the degree of angle for slope of hardscape and need to direct extensions on downspouts out into the common area planter on the alley. **Approval Recommended.**

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

1. **905 Dunbarton Circle** – Emergency HVAC system replacement is requested in this 2000 Model. Requested is the installation of a 16-SEER Mitsubishi heat pump. The heat pump will be located in the original location. A new refrigerant lines is to be installed, but it is to be installed in the garage wall from the inside of the garage. Thus, no new refrigerant lines on top of the siding. No new wiring is to be installed over the siding. The contractor is to be Clarke & Rush. Pre-meeting approval: Voting was conducted by email on July 7 with all members responding voting in the affirmative. **Emergency Approval granted July 10, 2023.**

2. **1331 Commons Drive** – Emergency HVAC partial system replacement is requested in this 5500 Model. Requested is the installation of a 14-SEER American Standard Silver heat pump. The heat pump will be located in the original location. The heat pump is to be located in the original location. The refrigerant line set is to be re-used, and no new wiring is to be installed over the siding. The contractor is to be Perfection Home Systems. Post-meeting approval: Voting was conducted by email on July 21 and 22 with the five members responding voting in the affirmative. **Emergency Approval granted July 22, 2023.**

B.2.B. Homeowner Requests Not Recommended for Approval: none.

C. Old Business:

1. **Updating the ARC “Rules” and associated forms:** Waiting for Rules to be returned from attorney.
2. **616 Elmhurst** – The owner desires a trellis replacement, with unknown changes. Would any members join me in going over to see her patio and learn the special needs she has?

D. New Business:

1. **Estoppel Inspections:** Alan has performed one.
2. Community Rules updating. No progress.

E. Notices of Completion: Alan signed several.

Meeting adjourned at 6:35 pm.

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

Appendix A: 2270 Swarthmore fence modification request

Matters For the Board to Consider:

Esthetics: (as on this alley where 2270 Swarthmore is located) There seems to be a standard ratio or distance as viewed on the side wall of a garage, from the garage door wall to where the backyard fence containing the gate intersects the side wall of the garage. Probably this was created by the architect or landscape architect that designed the Nepenthe grounds. The proposal would alter this ratio and create a different look. Would such a different look be acceptable? This is of course a subjective judgment, which is why it is best viewed in person.

Policy: Often in past decades the Board has taken the position that a homeowner must keep to the look or design of the home they bought. Would some homeowners view extending this fence to enclose more backyard as “giving away” common area? Would this set a precedent that might encourage other homeowners to request enlarging their side yards or back yard?

Legal: is the Association willing to take on the additional cost of maintaining this additional length to the fence, proper?

Appendix B: 811 Dunbarton fence modification request

Matters to consider:

Esthetics: Would such the look of this alteration, part brick and part wood, be acceptable? This home is in a far corner of Nepenthe without many residents passing, save that this fence would be partly visible from University Ave.

Policy: Would this set a precedent that might present problems in future? Alan believes that because of this home's seemingly unique under-height brick fence and uniquely vulnerable location, this is a unique problem.

Legal: is the Association willing to take on the additional cost of maintaining this additional height wooden section to the fence?

Recommended steps for the Board to consider:

1. Legal: Obtain an opinion from the attorney about this modification. Is "ownership" of the added wooden portion an issue (the term "ownership" as applied to fences is not addressed in the CC&R's)? Is it legal for the Association (should it be willing to do so) to take on the additional cost of maintaining this additional height wooden section to the brick fence? Would the HOA be liable if someone were to attempt to scale the fence and become injured if the supports might give way? Asked another way, does the HOA need to ensure that the wooden addition is sufficiently strong?
2. HOA policy: The CC&Rs state that the HOA is to maintain fences. Is the HOA willing to take on the additional cost of maintaining the added wooden components – replacement of boards and painting – of this fence? Also, would this set a precedent that might present problems in future? Yet the ARC chair believes that this home's fence presents a unique problem, in that apparently no other houses have an original, under-six-foot-high brick fence nor are positioned in this uniquely vulnerable location.
3. Need for structural analysis: The CC&Rs provide for the professional review of the proposal, in the obtaining of an analysis from "a licensed building designer or [structural] engineer" (CC&Rs Section 4.8) at the homeowner's expense. If the Board wishes such an analysis, it should inform the ARC who would contact the homeowner, according to the CC&Rs. A structural analysis would then become part of the application.

Finance Committee Minutes July 2023.docx

Minutes – Finance Committee Meeting

July 24, 2023, 4:30 pm

Present at last meeting: Will Vizzard (m), Tara Zimmerman Foust (m), Nina White (m), Don Landsittel (m), Susan Timmer (m), Dusty Favichia (Manager), Bill Henle (Board liaison); Observers: Theresa McCrackin, Peter Pelkofer, Karen Lowrey, Christina George.

- 1) Approval of June minutes – Approved via email. Link to Zoom recording of meeting: <https://nepenthehoa.com/finance-committee/>
- 2) Homeowner comments/questions
- 3) News, updates from the Board or from Management
 - a. Grounds committee proposal- Mr. Henle submitted two proposals resulting from Tree Walks to the FC to stimulate discussion on the impact of these types of proposals on the Reserve Study. Mr. Vizzard stated that the problem with trying to evaluate the impact on reserves is that we are trying to understand a multi-year impact, since it's a 30-year budget. It is hard to know if the effects of current expenditures are going to improve the situation in the future. Browning is the only one that can run the numbers to provide insight into the effects of these proposed expenditures on future reserve needs. Ms. Favichia pointed out that these proposals now include indication of the priority of this work according to a triage system the Grounds committee developed.
 - b. Reserve Tracker- Mr. Henle submitted a reserve tracker for our review. In addition to the current expenses and pending expenses tracked, he proposed including costs of proposals not yet approved and estimates of possible future expenses for the current year. Ms. White liked the idea of adding information. Mr. Vizzard noted that only approved expenses should be included in calculations of total costs and balances. Ms. Timmer stated her concern that the extra information was not easy for management to obtain and update as possible expenses arose or dropped off. Further, it seemed as though asking her to update the report with expenses and invoice numbers was already a big ask. She suggested that Mr. Henle might want to keep track of these extra items for his own information, as Treasurer, and to share with other Board members.
- 4) Old business:
 - a. Updating reserve study (running list)
 - i. Updating siding - In order to more accurately forecast our reserve expenses for siding and painting in future years, we need to know the percentage of siding we are replacing this cycle. The more we replace now, the less we will need to replace in future years because of the improved material. To estimate our future needs, we need to know the total number of siding

sheets on our houses as well as the number replaced. Vizzard and White have been working on counting total siding and calculate that approximately 30% of the T1-11 siding has been replaced so far with the longer lasting DuraTemp siding. [Attached is their report of their data collection.] Trim has also been replaced, but the trim is wood, not the longer lasting synthetic. Trim replacement represents 25% of current total costs for siding replacement. Mr. Vizzard ran rough numbers to get an estimate of our future savings on siding replacement using an 8 year cycle and 25% reductions to accommodate the need to still replace trim. He found the following cost reductions:

1. In 8 yrs- costs will be reduced to 88% of those estimated
2. In 16 yrs, costs will be reduced to 76% of those estimated
3. In 24 years, costs will be reduced to 69% of those estimated

Mr. Vizzard moved to recommend that the Finance Committee present to Browning the implications of the information collected from the painting and siding project for the Reserve Study. Ms. White seconded the motion. The motion passed unanimously.

- ii. The Board still needs to decide whether to go with a 6-year or 8-year siding cycle. There are cost savings connected with an 8-year cycle because of deferral of painting.
 - iii. Painting cycles- Painting cycles will need to be coordinated with siding cycles.
 - iv. Tennis court resurfacing- The ad hoc committee looking into the needs for tennis court maintenance found that procedures have changed since the last time the reserve study was done. We need to ask Browning to adjust costs- eliminating resealing, using an 8-year cycle, and cutting the cost of resurfacing according to current industry costs/standards.
- b. Information about current investments- Ms. Favicia will be scheduling time to talk with Karla Chung, the First Service Investment advisor and will ask about her ability to run a report summarizing our current investments.
- 5) New business:
- a. June financials – No questions
 - b. Reserves– No questions
- 6) Next meeting- August 28, 2023, 4:30 pm

Grounds Committee Meeting Minutes July 2023.docx

Grounds Committee Meeting Minutes

July 20, 2023 @ 3:00 PM

Nepenthe Clubhouse & Zoom

Members Present

Pam Livingston, Chair & Zone 4 Steward
Jim Shaw, Co-Chair & Zone 2 Steward
Rick Lawrance, Zone 1
Theresa McCrackin, Zone 1
Diane Durawa, Zone 2

Kathryn Schmid, Zone 4
Don Ellwanger, Zone 5
Joan Trotta, Zone 6
Kathy Waugh, Zone 6

Absent

Joleen Hecht Zone 3
Lisa Tafoya, Zone 3
Jean Dascher, Zone 5

Also Present

Christina George, Board Liaison,
Dusty Favichia, General Manager
Oscar Lopez, Carson
Paul Dubois, Grove

Homeowners Present

Carol Duke, Marcy Best, Nina White, Mary Colman

AGENDA ITEMS

Pam called the meeting to order at 3:00pm.

Minutes of Committee Meeting June 15, 2023

Kathy made a motion to approve and was seconded by **Don**. **Motion Passed.**

Abstentions: Rick and Theresa

Zone 4 Deferred Proposal from September 2022 - \$3,800

Pam moved and **Kathryn** seconded that the committee recommend the proposal at 1427-1423 Commons for board approval. The motion carried unanimously.

Carson Update

- Insect/Fungus spraying is scheduled for 6/26/23
- Watering schedule is now 4 days a week.
- Irrigation Evaluations have been completed in zones 1,2,3,4,5. In process in zones 6&7
- Renovation of the 17 storm damaged sites is in progress. Will be completed by 8/23/23
- Zone Pruning rotation will start again in zone 1.

Grove Tree Report

Paul reviewed the Zones 3 & 4 Tree Reports. He showed photos of the trees listed in the reports and explained the reasoning for recommendation of each. He advised that he's continuing to take a more in-depth approach than in the past to do canopy and branch weight and height reduction on the cedars, elms, liquidambar and redwoods as much as possible for

the health of the trees.

Paul advised the committee that the City's Tree Ordinances decree that any tree over 24" in diameter is a protected tree and therefore subject to City approval before any work is undertaken on the tree. If the Board agrees to the recommended action, the proposal will be referred to Grove who will then apply for the necessary permit from the City.

Grove Proposals

Zone 3 Tree Proposal - \$56,090: Rick moved and Jim seconded that the committee recommend the Board approve the proposal. The motion carried unanimously.

Zone 4 Tree Proposal - \$49,165: Jim moved and Don seconded that the committee recommend the Board approve the proposal. The motion carried unanimously.

Zone 5 Tree Walk is scheduled for July 31st at 8.30am

Adjourned 5:00 pm

ILS Committee Meeting Minutes July 2023.pdf

ILS Committee Meeting

Date: July 11, 2023

Attendees: Nancy Arndorfer, Chair-person William Olmsted, Member
Jerry Dunn, Member Leslie Arnal, Member
Jackie Grabitus, Board Liaison Pam Dimaggio, Member
Ricardo Pineda, Member Theresa McCracken - Guest

1. Security Companies: We have not received copy of current contract yet. Dusty said she would get a copy to us. We also requested a copy of their monthly report to determine scope of work.
2. Insurance coverage for volunteers: Jerry obtained a quote for an ADD - Accidental Death & Dismemberment policy for Volunteers. The cost is \$ 500 a year. Committee will review benefits before giving it to the board for consideration.
3. Property and Liability Insurance: Jerry has investigated other carriers for the renewal and none are better than our current carrier – Farmers. Due to hard market conditions and January’s storm, we are expecting about an 8% price increase over last year.
4. Flood Insurance: NFIP Flood Insurance is also expected to increase when it renews in December. We want to research alternatives to current insurance program for savings.
5. Dunbarton Pool Fence: A discussion was had about increasing the height of the fence to keep homeless people from accessing the pool at night. More research to be done.
6. CPR Classes & Defibrillators: Due to the age of most of our residents, we recommend looking into providing CPR classes. Having Defibrillators was discussed as well as the liability for maintaining them. More research to be done.

Next meeting scheduled for Tuesday, August 8th.

Outreach Committee Minutes July 2023.pdf

Nepenthe Outreach Committee Meeting Minutes
July 12, 2023
4:00PM
Nepenthe Clubhouse

Present:

Marcy Best, Chair

Gerry Gelfand

Nancy Arndorfer

Hallie Henle

Ann Bennett

Theresa McCrackin

Marie-Louise Nelson Graves

Bonnie Jacobsen

Carol Duke

Jan Beale

Joan Barrett, Secretary

Cheryl Nelson, Board Liaison

Not Present:

Joyce Earl

Pat Furukawa

Guests:

Bonnie Ueltzen

John Baker

John & Becky

The meeting was called to order at 4:04PM by chair, **Marcy Best.**

Old Business

Marcy reported that the Jazz at the Pool went very well. **Ann** suggested that we group tables around the pool to encourage interaction between the attendees at the next event. **Joan** requested that the tickets state more clearly that the ticket price includes a *glass* of wine, not a *bottle* of wine, as seemed to be the assumption of some of the concert goers.

4th of July Parade

Marcy said that the event was a success and **Bonnie Ueltzen's** great photos are viewable on the HOA website. **Cheryl** announced that the donation bucket at the ticket table produced \$122.00 to go toward the maintenance of the Campus Commons Playground. There will be more monies from the sale of hot dogs toward the cause once the net profit figures have been determined. For 2024's event the following changes or innovations were recommended:

- Music- Joan volunteers to be in charge
- Dog water bowls throughout the venue
- Signs regarding where to purchase food tickets at the ticket table and food table
- An ice chest for free water for the committee members who are working on site
- An ice chest with water for sale to attendees
- A Recycle Bin- John Baker volunteered his large bin which he will monitor
- A costume parade for pets
- More advertising of the event

New Residents

Hallie reported that there are 3 new homeowners in Nepenthe this month. She will work with the staff to develop a system by which the new renters are also welcomed with a packet.

Treasurer's Report

Hallie had volunteered for this position but soon thereafter realized that her husband is volunteering for the same function for the Board of Directors and respectfully declined to fill the position in order to avoid a conflict of interest.

While a search is on for a Treasurer, **Marcy** reported that the \$1,000.00 Costco card now has a balance of \$496.11 after expenses from the 4th of July event, which is yet to be reconciled.

She said that while Pam Livingston was still Treasurer, she listed a balance of \$1,025.96 that is in the Association's banking system.

Jan said that she has money from the coffee kitty that exceeds her need for funds to supply pastry, paper products and condiments. A discussion followed as to whether the Saturday Coffee should be part of the Outreach Committee. **Cheryl** suggested that we request the Board to consider making the Saturday Coffee a function of the Outreach Committee. All agreed this was appropriate. **Marcy** shared that she and the General Manager, Dusty, are going to develop a new system that will get people reimbursed more quickly for their out of pocket expenses.

New Business

Water Aerobics

Theresa reported that after speaking with Gail Burriss regarding the Campus Commons water fitness class, she has determined that Nepenthe's pool is too small to handle a class and still allow for lap swimmers. She recommended that the idea be tabled indefinitely.

Rock Painting update

Bonnie said that all is scheduled for the rock painting class has 10 people signed up of a potential 20 participants for the July 23rd class. She requested a volunteer to help and **Marie-Louise** said that she would participate.

Bingo Night

Bonnie said that have been no changes to the evening, she and **Marcy** will shop for prizes.

Jazz at the Pool in September is on track for another resident musician playing soft rock, per **Marcy**.

John and Becky made a presentation to the committee regarding an introduction to a MIND/BODY/SPIRIT SKILLS workshop in which they explained their backgrounds in guided meditation and how they would like to make people aware of classes that they would lead on Sunday mornings or in the evenings. Bonnie J and Marcy will investigate how this could work.

Resident Forum

Marcy posed the question as to whether the Real Estate Agents need guidance in selling properties within the HOA. **Nancy** responded that she is not sure if the agents would be interested in HOA guidelines since they have to be so careful as to not be construed as practicing law. A lengthy discussion followed on the issue. A small group will explore how to proceed. **Gerry** expressed the opinion that the Forum is an important topic and suggested a flyer to inform folks that the Forum was happening once there is a date.

Nancy questioned what the fundraising goals for the committee are and **Marcy** listed the Holiday Party that we would like to have free of ticket costs and other programs that will arise throughout the year.

Bonnie J reminded everyone of the Howe Avenue quarterly clean up happening this Sunday at 9:00AM, meet in front of the clubhouse.

Meeting adjourned at 5:30PM by the Chairperson

Respectfully submitted,

Joan Barrett

Secretary

Information to the Board

The Outreach Committee requests that the Board consider adding the Saturday Coffees on the charge of the Outreach Committee.

The Committee also requests that the Board consider authorizing recurring Happy Hour events in Nepenthe facilities.

Request for Board Action

Except for the aforementioned request, there is no further request for Board action at this time.

Next Outreach Committee Meeting will be Wednesday, August 9th, 2023 at 4:00PM - Nepenthe Clubhouse.

E-mail Re Marcus Lozada - Rcvd 07182023.pdf

Dusty Favichia

From: Dusty Favichia
Sent: Tuesday, July 18, 2023 12:06 PM
To: bob baskerville
Cc: Marcus Lozada2
Subject: RE: Maintenance Man

Good Afternoon,

Thank you so much for your feedback on our Facilities Technician! His name is Marcus. I have included him on this e-mail.

I will make sure your comments reach the Board of Directors.

Thank you, and have a great day!

-Dusty

DUSTY FAVICHIA
General Manager
Direct 916.929.8380

-----Original Message-----

From: bob baskerville
Sent: Tuesday, July 18, 2023 10:25 AM
To: Dusty Favichia <dusty.favichia@fsresidential.com>
Cc: president@nepenthehoa.com; vicepresident@nepenthehoa.com; secretary@nepenthehoa.com; treasurer@nepenthehoa.com
Subject: Maintenance Man

The young man who does the maintenance, Mark, is the nicest, talented, helpful and competent employee we have. I've had two experiences with him and he is really good at what he does. R Baskerville 326 Elmhurst Circle

Sent from my iPad

Letter Re Carson Signs - Rcvd 07202023.pdf

Hand Delivered

Nepenthe Board of Directors
1131 Commons Drive
Sacramento, CA 95825

July 20, 2023

Re: Advertising Signs In Common Area

Dear Directors,

It has recently come to my attention that our Landscape Contractor, Carson Industries, has placed signs at locations where there are working. A picture of the signs is attached. The placement of those signs is a clear violation of our CC&Rs Article III, Section 3.5 which states:

“Except as otherwise provided by law, no signs of any kind or for any purpose whatsoever, including advertising signs or billboards, will be displayed on any Lot or posted within or upon any portion of the Common Area...”

It is respectfully requested that the manager be instructed to have the contractor remove such signs immediately.

Sincerely,



Peter Pelkofer, Homeowner
1019 Dunbarton Circle

cc: Dusty Favichia, General Manager

CARSON™



Landscape Industries

RENOVATION
IN PROGRESS

LIC. 470283

07/20/2023 1

NEP 2023-7-5 Open Session Minutes.pdf

NEPENTHE ASSOCIATION

Open Session Nepenthe Board of Directors

July 5, 2023 6:00 PM
Nepenthe Clubhouse
1131 Commons Drive
Sacramento, CA

MINUTES

Directors Present

MARKUS DASCHER TTEE - President
JACQUELYN GREBITUS - Secretary
CHERYL NELSON - Vice President
WILLIAM HENLE TRUSTEE - Treasurer
CHRISTINA GEORGE - Member at Large

Directors Absent

None

Additional Attendees

Dusty Favichia, General Manager, FirstService Residential Management, Inc.
Andi Helms, Vice President Sacramento, FirstService Residential Management, Inc.

I. CALL TO ORDER

II. EXECUTIVE SESSION ACKNOWLEDGEMENT/ANNOUNCEMENT

In accordance with Civil Code Section 4935(a) the Board met in Executive Session on June 7, 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.

The Board took the following actions at the June 7, 2023, Executive Session:

Contracts:

Approve proposal in the amount of \$5,515 to install new drain between 802 and 804 Elmhurst Circle to direct water away from siding.

Approve proposal in the amount of \$15,220 to replace backflow blankets in zones 1 through 7.

Approve proposal in the amount of \$55,360 for recommended tree work in Zone 2.

Approve proposal in the amount of \$1,485 to remove dead tree at 1213 Vanderbilt Way.

Approve proposal in the amount of \$81,889 for carry over asphalt work not completed in 2022. Additional asphalt work also approved in the amount of \$18,008.

Legal:

Action was taken specific to member discipline and owner requests.

III. REPORTS

The Board accepts the monthly reports for Phase 1 from Construction Manager, Paul Reeves.

B. GENERAL MANAGER'S REPORT

The Board accepts the report provided by General Manager, Dusty Favichia.

IV. COMMITTEE UPDATES

Each Committee Chair and/or Committee Member provided a verbal report in addition to the minutes. The Board accepted the minutes as submitted by each committee.

V. HOMEOWNER FORUM

The Board Vice President made note of all homeowner comments, questions and statements and will determine if future board action is warranted.

VI. HOMEOWNER CORRESPONDENCE

The Board acknowledged receipt of the correspondence received and will respond accordingly.

VII. CONSENT CALENDAR

Resolved

The Board approved Consent Calendar Items A through C as presented.

Motion: JACQUELYN GREBITUS

Second: WILLIAM HENLE TRUSTEE

AYEs: JACQUELYN GREBITUS, CHRISTINA GEORGE, CHERYL NELSON, WILLIAM HENLE TRUSTEE, MARKUS DASCHER TTEE

NAYs: None

► **Resolved**
The motion passed

A. APPROVAL OF MINUTES

B. FINANCIAL STATEMENT

C. ARCHITECTURAL APPROVALS

VIII. UNFINISHED BUSINESS

A. HOMEOWNER COMMENT AND CORRESPONDENCE FOLLOW UP

The Board indicated that written follow up answers for the June 7, 2023, open forum can be found in the published board packet for July 2023 on the Nepenthe Website.

IX. NEW BUSINESS

A. APPOINTMENT OF COMMITTEE VOLUNTEERS

Resolved

The Board appointed new committee members as outlined below:

Grounds Committee: Richard (Rick) Lawrance and Theresa Mccrakin
Insurance, Legal & Safety: Leslie Arnal and Jerry Dunn
Outreach Committee: Bill White, Joan Barrett, Carol Duke, Hallie Henle, Ann Bennett, Geraldine Gelffand, Joyce Earl and Marie-Louise Nelson Graves

AYEs: JACQUELYN GREBITUS, CHRISTINA GEORGE, CHERYL NELSON, WILLIAM HENLE TRUSTEE,
MARKUS DASCHER TTEE
NAYs: None

▶ **Resolved**
The motion passed

X. SECOND HOMEOWNER FORUM

The Board Vice President made note of all homeowner comments, questions and statements and will determine if future Board action is warranted.

XI. NEXT BOARD MEETING

The Association's next open Board meeting will be held August 2, 2023, at 6:00 pm.

XII. ADJOURN

The meeting adjourned at 6:30pm.

APPROVED

DATE

DRAFT

NEP 06-2023 Financials ABBREVIATED.pdf

Nepenthe's Year To Date Cash Flow

Sources/Uses	1/1/2023	Operations	Reserves
Beginning Balance	11,113,960	125,828	11,113,960
Plus			
Income		2,815,089.36	
Reserve Investment Income			308,720
Contributions to Reserves			1,856,881
Pending Reserve Expense			196
Accounts Payable		215,802	
Less			
Operating Expenses		(945,302)	
Reserve Funding		(1,856,881)	
Reserve Expenses			(1,457,600)
Due to Operating		(15,500)	
Prepaid Insurance			
Processing Fees		(900)	
Receivable from Management			
Ending Balance	6/30/2023	327,341	11,822,157

Budget Report

Actual Income - Year-to-date	\$ 3,123,768.61
Budgeted Income - Year-to-date	<u>\$ 2,049,954.00</u>
Produced a positive Year-to-date income variance of	<u>\$ 1,073,814.61</u>
Actual Expenses and Reserve Contribution - Year-to-date	\$ 3,110,902.89
Budgeted Expenses and Reserve Contribution - Year-to-date	<u>\$ 2,049,954.00</u>
Produced a negative Year-to-date operating expenses variance of	<u>\$ (1,060,948.89)</u>

The two combined variances produced a positive Year-to-date variance of \$ 12,865.72

Other Information

Unpaid assessments at	6/30/2023	were:	\$ 30,207.48
Prepaid assessments at	6/30/2023	were:	\$ 71,563.69

NEPENTHE ASSOCIATION
Financial Summary



Fiscal Year End: December 31, 2023

For the Month Ended: June 30, 2023

CASH SUMMARY

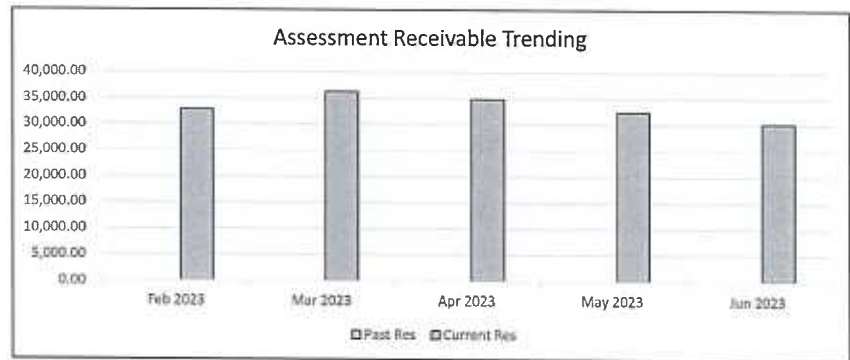
	<u>This month</u>	<u>Last Month</u>	<u>Change in Cash</u>	
Operating cash	327,299.51	293,616.95	Increase in Cash	33,682.56
Reserve cash	11,822,156.57	11,225,692.11	Increase in Cash	596,464.46
Adj Operating Cash (see note 1)	255,735.82	229,469.17	Increase in Cash	26,266.65
Average budgeted expenses / month	341,659.00			
Average # of months of available cash	0.96			
Percent Funded Per 2018 Reserve Study	186.0%			

ASSESSMENT SUMMARY

Prepaid Utilities	
Monthly Assessment Budget	337,480.00
Assessment Cash Received	343,084.51

Total Assessments Receivable

0-30 days late (see note 2)	8,626.08
31-60 days late	0.00
61-90 days late	4,149.45
<u>over 90 days late</u>	<u>17,431.95</u>
Total Assessments Due	30,207.48
<u>Other Receivable</u>	44,001.66
Total Owners Receivable	74,209.14
Past Residents Assessments Rec.	0.00
Prepaid Assessments	71,563.69



OPERATING SUMMARY

Category	June Expenses	YTD Expenses	YTD Budget	YTD Variance	Negative YTD Variances > \$2000
Utilities	12,898	75,665	56,082	(19,583)	Water + Gas increases
Landscape	55,300	283,680	273,768	(9,912)	
Common Area	16,993	74,510	81,900	7,390	
Management/On-Site Admin	26,582	254,422	255,678	1,256	Payroll + Legal
Insurance	42,837	257,025	256,800	(225)	
Total Operating Expenses	154,611	945,302	924,228	(21,074)	Spending overbudget year-to-date
YTD Profit/(Loss)		12,866			

RESERVE SUMMARY

Contribution to Reserves this month:	716,069.00	Reserve Disbursements this month:	155,130.06
Contribution to Reserves Year-to-Date:	1,856,880.63	Reserve Disbursements Year-to-Date:	1,457,600.25
Interest on reserve funds Year-to-Date:	308,720.25		

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 06/30/2023

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
<u>CASH AND INVESTMENTS</u>		
OPERATING ACCOUNT FUNDS	327,299.51	293,616.95
PETTY CASH	150.00	150.00
RESERVE ACCOUNT FUNDS	<u>11,822,156.57</u>	<u>11,225,692.11</u>
TOTAL CASH AND INVESTMENTS	12,149,606.08	11,519,459.06
<u>OTHER ASSETS</u>		
DUE TO OPERATING	(15,499.74)	(15,499.74)
DUE FROM RESERVES	15,499.74	15,499.74
UNFUNDED RESERVES	187,621.00	187,621.00
RECEIVABLE FROM MANAGEMENT	900.00	900.00
TOTAL OTHER ASSETS	<u>188,521.00</u>	<u>188,521.00</u>
TOTAL ASSETS	<u><u>12,338,127.08</u></u>	<u><u>11,707,980.06</u></u>
<u>LIABILITIES</u>		
ACCOUNTS PAYABLE	215,802.00	184,335.00
UNFUNDED RESERVES	<u>187,621.00</u>	<u>187,621.00</u>
TOTAL LIABILITIES	403,423.00	371,956.00
<u>MEMBERS EQUITY</u>		
GENERAL RESERVE FUND BALANCE	11,806,656.83	11,210,192.37
OPERATING FUND BALANCE-BEG OF YEAR	115,181.53	115,181.53
CURRENT YEAR INCOME/(LOSS)	<u>12,865.72</u>	<u>10,650.16</u>
TOTAL LIABILITIES & MEMBERS EQUITY	<u><u>12,338,127.08</u></u>	<u><u>11,707,980.06</u></u>

Entity: NEP NEPENTHE ASSOCIATION

FirstService Residential CA
15241 Laguna Canyon Road
Irvine, CA 92618

As of date: 06/30/2023

Account	Type	Inv Acct	Maturity	Rate	Amount
11105	PETTY CASH	PETTY PETTY CASH			150.00
11110	OPERATING CHECKING	USBANK US BANK			263,228.12
11115	OPERATING INVESTMENT	LUTFST LUTHER BURBANK FFI		4.56%	64,071.39

				Total (Cash)	327,449.51
21110	RESERVE FUNDS IN OPERATING CHECKING	USBANK US BANK			743,055.43
21140	RESERVE INVESTMENT	METRO METROPOLITAN NATL BK		3.82%	427,482.73
21141	RESERVE INVESTMENT	METFST METROPOLITAN BANK		3.82%	1,365,918.12
21145	RESERVE INVESTMENT	MSFFI MORGAN STANLEY FFI		0.50%	2,747.15
21146	RESERVE INVESTMENT	MSFFI MORGAN STANLEY		4.43%	700,000.00
21149	RESERVE INVESTMENT	MSFFI MORGAN STANLEY		0.26%	7,415,397.76
21150	RESERVE INVESTMENT	ADM AMERICAN DEPOSIT		2.90%	14,417.37
21152	RESERVE INVESTMENT	ADM AMERICAN DEPOSIT	03/22/2024	5.35%	245,000.00
21153	RESERVE INVESTMENT	ADM AMERICAN DEPOSIT	03/22/2024	5.30%	205,000.00
21154	RESERVE INVESTMENT	ADM AMERICAN DEPOSIT	03/17/2025	5.25%	245,000.00
21155	RESERVE INVESTMENT	ADM AMERICAN DEPOSIT	03/17/2025	5.25%	205,000.00
21157	RESERVE INVESTMENT	PACWES PACIFIC WESTERN		1.11%	37.28
21158	RESERVE INVESTMENT	ENTER ENTERPRISE BANK		4.58%	253,100.73

				Total (Reserves)	11,822,156.57

				Grand Total	12,149,606.08

NEPENTHE ASSOCIATION
RESERVE FUND BALANCES SUPPORT SCHEDULES
06/30/2023

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
GENERAL RESERVES						
23103 INTEREST ON RESERVE FUNDING	127,480.22	(127,480.22)	308,720.25	0.00	0.00	308,720.25
22872 GYM/WORKOUT FACILITY	28,096.81	393.62	1,375.00	0.00	0.00	29,865.43
22960 PAINTING-INTERIOR RESERVES	19,004.86	262.50	920.00	0.00	0.00	20,187.36
23014 CONCRETE REPAIRED RESERVES	105,325.77	5,854.83	20,485.00	0.00	0.00	131,665.60
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	352,605.00	(7,899.00)	(17,400.00)	6,169,390.44
23122 POOL/SPA RESERVES	170,224.32	3,932.20	13,755.00	0.00	(14,775.00)	173,136.52
23127 FENCING RESERVES	272,159.66	7,053.45	24,675.00	(34,141.05)	(135,171.32)	134,575.74
23130 CONTINGENCY RESERVES	(32,204.00)	32,204.00	0.00	0.00	0.00	0.00
23133 IRRIGATION RESERVES	296,810.89	14,973.82	52,385.00	0.00	(33,865.00)	330,304.71
23146 SIGNS RESERVES	41,889.57	529.04	1,850.00	0.00	0.00	44,268.61
23178 PAVING RESERVES	656,448.79	16,618.10	58,140.00	0.00	0.00	731,206.89
23199 RESERVE STUDY RESERVES	3,586.01	237.48	830.00	0.00	0.00	4,653.49
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	25.00	0.00	0.00	(572.99)
L23135 PAINT EXTERIOR RSRV	1,090,119.16	19,288.33	67,480.00	(24,500.00)	(49,000.00)	1,103,387.49
L23136 STRUCTURAL REPAIRS RSRV	2,015,024.79	58,600.66	733,691.63	(83,856.92)	(299,603.63)	2,423,856.53
N22911 UNDERGROUND UTILITY RSRV	(49,426.06)	1,993.25	7,525.00	(3,350.00)	(19,250.00)	(62,507.81)
N23017 CLUBHOUSE RENOVATION RSRV	377,760.70	4,288.43	15,005.00	(802.09)	0.00	396,252.04
N23130 MISCELLANEOUS RSRV	78,393.79	620.39	2,170.00	0.00	0.00	81,184.18
N23274 TENNIS COURT RSRV	100,193.56	1,874.99	6,560.00	0.00	0.00	108,628.55
N23275 GROUNDS RESERVE	(260,674.11)	14,973.82	204,770.00	0.00	(342,611.00)	(383,541.29)
N23282 TREE REMOVAL ANNUAL MAINT RSRV	154,538.39	14,973.82	100,000.00	0.00	(367,505.50)	(97,993.29)
N22991 POLE LIGHT REPAIRS RSRV	(9,659.00)	883.12	5,014.00	(581.00)	(23,093.00)	(27,435.88)
Z29000 PENDING RESERVE EXPENSE	0.00	0.00	0.00	0.00	(195.74)	(195.74)
TOTAL GENERAL RESERVES	11,098,656.20	0.00	2,165,600.88	(155,130.06)	(1,302,470.19)	11,806,656.83

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ACTUAL	—MONTH— BUDGETED	VARIANCE	G/L NUMBER	DESCRIPTION	ACTUAL	YEAR TO DATE BUDGETED	VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
343,084.51	337,480	5,604.51	14000	REVENUE	2,044,461.37	2,024,880	19,581.37	4,049,760	2,005,298.63
0.00	2,000	(2,000.00)	14087	HOMEOWNER ASSESSMENT REVENUE	16,958.43	12,000	4,958.43	24,000	7,041.57
329.44	150	179.44	14101	EASEMENT AGREEMENT	1,575.61	900	675.61	1,800	224.39
135.00	130	5.00	14110	INTEREST ON PAST DUE ASSESSMENTS	315.00	780	(465.00)	1,560	1,245.00
0.00	499	(499.00)	14113	KEY REVENUE	3,140.00	2,994	146.00	5,988	2,848.00
1,308.50	1,400	(91.50)	14122	CLUBHOUSE RENTAL	15,844.00	8,400	7,444.00	16,800	956.00
(451.00)	0	(451.00)	14132	INSURANCE REIMBURSEMENT	319.00	0	319.00	0	(319.00)
0.00	0	0.00	14162	MISCELLANEOUS REVENUE	1,088.32	0	1,088.32	0	(1,088.32)
37,185.52	0	37,185.52	14163	OPERATING INTEREST REVENUE	308,720.25	0	308,720.25	0	(308,720.25)
0.00	0	0.00	14221	RESERVE INTEREST REVENUE	(600.00)	0	(600.00)	0	600.00
0.00	0	0.00	14229	FACILITY RENTAL FEE	750.00	0	750.00	0	(750.00)
528,448.00	0	528,448.00	14357	RENTAL FEES	731,155.63	0	731,155.63	0	(731,155.63)
				RESERVE CONTRIBUTION					
910,039.97	341,659	568,380.97		TOTAL REVENUE	3,123,727.61	2,049,954	1,073,773.61	4,099,908	976,180.39
275.00	275	0.00	19572	RESERVE CONTRIBUTION	1,375.00	1,650	275.00	3,300	1,925.00
184.00	184	0.00	19660	GYM/WORKOUT FACILITIES RESERVES	920.00	1,104	184.00	2,208	1,288.00
4,097.00	4,097	0.00	19714	PAINTING-INTERIOR RES	20,485.00	24,582	4,097.00	49,164	28,679.00
37,185.52	0	(37,185.52)	19803	CONCRETE REPAIR RESERVE	308,720.25	0	(308,720.25)	0	(308,720.25)
70,521.00	70,521	0.00	19820	GENERAL RESERVE INTEREST	352,605.00	423,126	70,521.00	846,252	493,647.00
2,751.00	2,751	0.00	19822	ROOF RESERVE	13,755.00	16,506	2,751.00	33,012	19,257.00
4,935.00	4,935	0.00	19827	POOL/SPA RESERVE	24,675.00	29,610	4,935.00	59,220	34,545.00
10,477.00	10,477	0.00	19833	FENCING RESERVE	52,385.00	62,862	10,477.00	125,724	73,339.00
370.00	370	0.00	19846	IRRIGATION RESERVE	1,850.00	2,220	370.00	4,440	2,590.00
11,628.00	11,628	0.00	19878	SIGN RESERVE	58,140.00	69,768	11,628.00	139,536	81,396.00
166.00	166	0.00	19899	PAVING RESERVE	830.00	996	166.00	1,992	1,162.00
0.00	0	0.00	19901	RESERVE STUDY	187,620.00	0	(187,620.00)	0	(187,620.00)
5.00	5	0.00	L19833	PRIOR YR FUNDING	25.00	30	5.00	60	35.00
13,496.00	13,496	0.00	L19835	OUTDOOR EQUIPMENT RSRV	67,480.00	80,976	13,496.00	161,952	94,472.00
567,790.00	41,002	(526,788.00)	L19836	PAINTING EXTERIOR RESERVE	733,691.63	246,012	(487,679.63)	492,024	(241,667.63)
1,395.00	1,395	0.00	N19611	STRUCTURAL REPAIRS RSRV	7,525.00	8,370	845.00	16,740	9,215.00
2,278.00	618	(1,660.00)	N19691	UNDERGROUND UTILITY REPR RSV	5,014.00	3,708	(1,306.00)	7,416	2,402.00
3,001.00	3,001	0.00	N19717	POLE LIGHT REPR RSV	15,005.00	18,006	3,001.00	36,012	21,007.00
434.00	434	0.00	N19830	CLBHOUSE REMODEL INTERIOR RENOVATI	2,170.00	2,604	434.00	5,208	3,038.00
1,312.00	1,312	0.00	N19974	MISCELLANEOUS RSV	6,560.00	7,872	1,312.00	15,744	9,184.00
10,477.00	10,477	0.00	N19975	COMMON TENNIS CRT RSV	152,385.00	62,862	(89,523.00)	125,724	(26,661.00)
10,477.00	10,477	0.00	N19982	GROUND SRSV	152,385.00	62,862	(89,523.00)	125,724	(26,661.00)
				TREE REM/ ANNL MAINT RSV					
753,254.52	187,621	(565,633.52)		TOTAL RESERVE CONTRIBUTION	2,165,600.88	1,125,726	(1,039,874.88)	2,251,452	85,851.12
156,785.45	154,038	2,747.45		AVAILABLE OPERATING REVENUE	958,126.73	924,228	33,898.73	1,848,456	890,329.27

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OPERATING EXPENSES										
UTILITIES										
2,815.24	2,700	(115.24)	15101	ELECTRICITY	19,217.83	16,200	(3,017.83)	32,400	13,182.17	
1,331.92	1,000	(331.92)	15102	GAS	14,638.38	6,000	(8,638.38)	12,000	(2,638.38)	
2,723.57	900	(1,823.57)	15103	REFUSE COLLECTION	7,295.22	5,400	(1,895.22)	10,800	3,504.78	
164.24	220	55.76	15105	TELEPHONE EXPENSE	1,276.40	1,320	43.60	2,640	1,363.60	
5,267.02	4,027	(1,240.02)	15106	WATER	29,738.04	24,162	(5,576.04)	48,324	18,585.96	
596.11	500	(96.11)	15155	INTERNET EXPENSE	3,499.55	3,000	(499.55)	6,000	2,500.45	
12,898.10	9,347	(3,551.10)		TOTAL UTILITIES	75,665.42	56,082	(19,583.42)	112,164	36,498.58	
LAND MAINTENANCE										
55,300.00	45,100	(10,200.00)	15500	CONTRACT LANDSCAPE SERVICE	280,800.00	270,600	(10,200.00)	541,200	260,400.00	
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	3,168	3,168.00	6,336	6,336.00	
55,300.00	45,628	(9,672.00)		TOTAL LAND MAINTENANCE	283,680.00	273,768	(9,912.00)	547,536	263,856.00	
COMMON AREA										
3,375.00	2,500	(875.00)	16020	CONTRACT POOL/SPA SERVICE	19,950.00	15,000	(4,950.00)	30,000	10,050.00	
235.00	0	(235.00)	16022	POOL EQUIPMENT REPAIR	1,060.00	0	(1,060.00)	0	(1,060.00)	
0.00	250	250.00	16027	POOL INSPECTION	3,024.72	1,500	(1,524.72)	3,000	(24.72)	
0.00	0	0.00	18457	PLUMBING REPAIR	2,090.00	0	(2,090.00)	0	(2,090.00)	
0.00	0	0.00	18501	EXPENSES TO BE REIMBURSED	(354.31)	0	354.31	0	354.31	
972.29	1,300	327.71	18524	MATERIAL SUPPLIES	5,102.40	7,800	2,697.60	15,600	10,497.60	
600.00	50	(550.00)	18526	PEST CONTROL	2,800.00	300	(2,500.00)	600	(2,200.00)	
2,490.00	1,800	(690.00)	18531	JANITORIAL SERVICE	14,640.00	10,800	(3,840.00)	21,600	6,960.00	
0.00	150	150.00	18532	JANITORIAL SUPPLIES	1,371.90	900	(471.90)	1,800	428.10	
0.00	0	0.00	18564	SPECIAL SECURITY	(136.00)	0	136.00	0	136.00	
497.96	500	2.04	18579	PATROL SERVICE	2,662.56	3,000	337.44	6,000	3,337.44	
2,430.00	6,250	3,820.00	18736	GUTTER & DOWNSPOUT CLEANING	12,065.00	37,500	25,435.00	75,000	62,935.00	
6,103.56	625	(5,478.56)	18767	REPAIR & MAINTENANCE	9,354.47	3,750	(5,604.47)	7,500	(1,854.47)	
108.99	140	31.01	18905	KITCHEN SUPPLIES	509.41	840	330.59	1,680	1,170.59	
180.25	85	(95.25)	18986	FITNESS CONTRACT	370.25	510	139.75	1,020	649.75	
16,993.05	13,650	(3,343.05)		TOTAL COMMON AREA	74,510.40	81,900	7,389.60	163,800	89,289.60	
MANAGEMENT/ON-SITE ADMIN EXP										
0.00	150	150.00	18001	COMMUNITY WEBSITE	1,038.00	900	(138.00)	1,800	762.00	
507.33	100	(407.33)	18003	COMMUNITY EVENTS/PROGRAMS	(683.39)	600	1,283.39	1,200	1,883.39	
7,800.00	8,190	390.00	19109	CONTRACT MANAGEMENT	46,800.00	49,140	2,340.00	98,280	51,480.00	
0.00	0	0.00	19010	PENDING P-CARD EXPENSE	392.99	0	(392.99)	0	(392.99)	
0.00	158	158.00	19101	CPA SERVICES	2,245.00	948	(1,297.00)	1,896	(349.00)	

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0.00	50	50.00	19106	TAXES & LICENSES	602.00	300	(302.00)	600	(2.00)
0.00	1,000	1,000.00	19108	GENERAL COUNSEL SERVICE	8,323.35	6,000	(2,323.35)	12,000	3,676.65
3,609.50	3,000	(609.50)	19111	MANAGEMENT REIMBURSABLE	22,496.24	18,000	(4,496.24)	36,000	13,503.76
0.00	20	20.00	19112	POSTAGE, ON-SITE	88.85	120	31.15	240	151.15
0.00	60	60.00	19117	DUES & PUBLICATIONS	1,498.88	360	(1,138.88)	720	(778.88)
35.00	35	0.00	19119	BANK FEES	210.00	210	0.00	420	210.00
8,178.66	20,025	11,846.34	19124	ON-SITE STAFF	111,295.63	120,150	8,854.37	240,300	129,004.37
520.00	750	230.00	17209	PAYROLL PROCESSING FEES	3,120.00	4,500	1,380.00	9,000	5,880.00
(1,583.78)	0	1,583.78	19126	DELINQUENCY MONITORING	(8,039.57)	0	8,039.57	0	8,039.57
2,545.45	100	(2,445.45)	19132	OPERATING CONTINGENCY	2,545.45	600	(1,945.45)	1,200	(1,345.45)
375.10	300	(75.10)	19172	ACCOUNTING REIMBURSABLES	2,585.70	1,800	(785.70)	3,600	1,014.30
(734.98)	0	734.98	19174	AMS COLLECTION EXPENSE	1,822.35	0	(1,822.35)	0	(1,822.35)
0.00	70	70.00	19178	PROPERTY TAX	0.00	420	420.00	840	840.00
4,444.07	8,000	3,555.93	19247	PAYROLL TAXES & BENEFITS	54,297.50	48,000	(6,297.50)	96,000	41,702.50
885.97	120	(765.97)	19295	ON-SITE OFFICE SUPPLIES	1,430.94	720	(710.94)	1,440	9.06
0.00	435	435.00	19382	COPIER LEASE	2,351.75	2,610	258.25	5,220	2,868.25
0.00	50	50.00	19442	CLAC CONTRIBUTION	0.00	300	300.00	600	600.00
26,582.32	42,613	16,030.68		TOTAL MANAGEMENT/ON-SITE ADMIN E	254,421.67	255,678	1,256.33	511,356	256,934.33
11,370.42	11,333	(37.42)	19107	INSURANCE	68,222.52	67,998	(224.52)	135,996	67,773.48
31,467.00	31,467	0.00	DC19307	FLOOD INSURANCE	188,802.00	188,802	0.00	377,604	188,802.00
42,837.42	42,800	(37.42)		TOTAL INSURANCE	257,024.52	256,800	(224.52)	513,600	256,575.48
154,610.89	154,038	(572.89)		TOTAL OPERATING EXPENSES	945,302.01	924,228	(21,074.01)	1,848,456	903,153.99
2,215.56	0	2,215.56		NET INCOME/(LOSS)	12,865.72	0	12,865.72	0	(12,865.72)

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	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
REVENUE													
14000 HOMEOWNER ASSESSMENT REVENUE	333015	349028	299402	319787	308976	327494	364641	317190	341554	324699	353293	343085	3982163
14087 EASEMENT AGREEMENT	0	-1366	6831	0	0	0	5477	0	5653	0	5829	0	22423
14101 INTEREST ON PAST DUE ASSESSMEN	588	6117	36	86	1	660	294	185	109	64	594	329	9063
14110 KEY REVENUE	45	110	95	35	0	20	0	60	70	40	10	135	620
14113 CLUBHOUSE RENTAL	160	140	1005	725	445	495	1335	505	825	0	475	0	6110
14122 INSURANCE REIMBURSEMENT	-225	0	225	584	0	450	0	0	0	0	14536	1309	16878
14132 MISCELLANEOUS REVENUE	0	800	0	410	200	0	0	65	0	0	705	-451	1729
14162 OPERATING INTEREST REVENUE	96	180	209	345	211	182	207	193	218	213	258	0	2311
14163 RESERVE INTEREST REVENUE	18596	-28724	-41790	7547	29046	28759	37845	121257	51846	22838	37749	37186	322154
14221 FACILITY RENTAL FEE	0	0	0	0	0	0	0	0	0	0	-600	0	-600
14229 RENTAL FEES	0	0	0	0	0	0	0	0	0	0	750	0	750
14357 RESERVE CONTRIBUTION	0	0	0	0	0	0	202708	0	0	0	0	0	731156
14372 PAST OWNERS REVENUE	4137	2714	0	0	0	607	0	0	0	0	0	0	7458
TOTAL REVENUE	356412	328998	266012	329519	338878	358667	612507	439455	400274	347853	413598	910040	5102214
RESERVE CONTRIBUTION													
19572 GYM/WORKOUT FACILITIES RESERVE	1996	285	285	142	142	285	0	275	275	275	275	275	4510
19660 PAINTING-INTERIOR RES	1346	192	192	96	96	192	0	184	184	184	184	184	3035
19714 CONCRETE REPAIR RESERVE	28866	4124	4123	2061	2061	4123	0	4097	4097	4097	4097	4097	65842
19758 GENERAL RESERVES	-1125720	0	0	0	0	0	0	0	0	0	0	0	-1125720
19803 GENERAL RESERVE INTEREST	18596	-28724	-41489	7547	29046	28759	37845	121257	51846	22838	37749	37186	322454
19820 ROOF RESERVE	520596	74371	74371	37186	37186	74371	0	70521	70521	70521	70521	70521	1170686
19822 POOL/SPA RESERVE	20012	2859	2859	1430	1430	2859	0	2751	2751	2751	2751	2751	45204
19827 FENCING RESERVE	35265	5038	5038	2519	2519	5038	0	4935	4935	4935	4935	4935	80092
19833 IRRIGATION RESERVE	66163	9452	9452	4726	4726	9452	0	10477	10477	10477	10477	10477	156356
19846 SIGN RESERVE	2734	391	389	195	195	391	0	370	370	370	370	370	6144
19878 PAVING RESERVE	76814	10973	10972	5487	5487	10974	0	11628	11628	11628	11628	11628	178847
19899 RESERVE STUDY	1017	145	143	72	72	145	0	166	166	166	166	166	2424
19901 PRIOR YR FUNDING	0	0	0	0	0	0	187620	0	0	0	0	0	187620
L19833 OUTDOOR EQUIPMENT RSRV	33	5	4	2	2	5	0	5	5	5	5	5	76
L19835 PAINTING EXTERIOR RESERVE	100489	14356	14354	7178	7178	14356	0	13496	13496	13496	13496	13496	225390
L19836 STRUCTURAL REPAIRS RSRV	264268	37753	37751	18876	18876	37753	1894	41002	41002	41002	41002	567790	1148968
N19611 UNDERGROUND UTILITY REPR RSV	6934	991	989	496	496	991	550	1395	1395	1395	1395	1395	18422
N19691 POLE LIGHT REPR RSV	0	0	0	0	0	0	264	618	618	618	618	2278	5014
N19717 CLUBHOUSE REMODEL INTERIOR RENO	22053	3150	3149	1576	1576	3151	0	3001	3001	3001	3001	3001	49660
N19830 MISCELLANEOUS RSV	22738	3248	3246	1624	1624	3248	0	434	434	434	434	434	37898
N19974 COMMON TENNIS CRT RSV	9689	1384	1383	692	692	1384	0	1312	1312	1312	1312	1312	21784
N19975 GROUNDS RSV	66163	9452	9452	4726	4726	9452	100000	10477	10477	10477	10477	10477	256356
N19982 TREE REM/ANNUAL MAINT RSV	66163	9452	9452	4726	4726	9452	100000	10477	10477	10477	10477	10477	256356
TOTAL RESERVE CONTRIBUTION	206216	158896	146112	101357	122856	216381	428172	308878	239467	210459	225370	753255	3117418

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AVAILABLE OPERATING REVENUE	150196	170102	119900	228162	216023	142286	184334	130577	160807	137394	188228	156785	1984796
OPERATING EXPENSES													
UTILITIES													
15099 PENDING UTILITY EXPENSE	0	0	-580	0	452	0	0	0	0	0	0	0	-128
15101 ELECTRICITY	0	2994	3584	3367	6647	0	3238	3867	3243	3241	2814	2815	35811
15102 GAS	824	813	736	1542	2979	2787	2890	3368	3770	2262	1016	1332	24319
15103 REFUSE COLLECTION	877	783	749	820	806	805	902	913	912	893	951	2724	12135
15105 TELEPHONE EXPENSE	258	353	164	249	265	265	264	260	260	164	164	164	2830
15106 WATER	2806	6144	3207	6010	4893	4886	5271	4281	5262	4260	5398	5267	57684
15155 INTERNET EXPENSE	1029	566	1146	7	0	566	566	577	582	582	596	596	6814
TOTAL UTILITIES	5794	11653	9007	11995	16042	9308	13132	13265	14028	11403	10940	12898	139464
LAND MAINTENANCE													
15500 CONTRACT LANDSCAPE SERVICE	42000	42000	42000	42000	42000	84000	45100	45100	45100	45100	45100	55300	574800
15505 SPRINKLER REPAIR	0	0	0	0	0	0	2880	0	0	0	0	0	2880
15511 BACKFLOW DEVICE TEST	0	6954	0	0	0	0	0	0	0	0	0	0	6954
TOTAL LAND MAINTENANCE	42000	48954	42000	42000	42000	84000	47980	45100	45100	45100	45100	55300	584634
COMMON AREA													
16020 CONTRACT POOL/SPA SERVICE	2925	2475	3375	3375	3375	3225	2475	3375	3375	3825	3525	3375	38700
16022 POOL EQUIPMENT REPAIR	0	750	1225	0	1135	-2360	0	825	0	0	0	235	1810
16027 POOL INSPECTION	0	0	0	0	0	0	1350	0	0	0	1675	0	3025
18457 PLUMBING REPAIR	0	0	0	0	0	0	2090	0	0	0	0	0	2090
18501 EXPENSES TO BE REIMBURSED	0	0	0	0	0	0	0	0	-354	0	0	0	-354
18524 MATERIAL SUPPLIES	602	7265	0	2774	55	508	385	583	1528	1101	533	972	16307
18526 PEST CONTROL	0	0	0	1350	0	0	1250	950	0	0	0	600	4150
18531 JANITORIAL SERVICE	1890	4080	2190	2190	2190	2190	2190	2490	2490	0	4980	2490	29370
18532 JANITORIAL SUPPLIES	165	0	0	727	0	117	343	606	0	0	423	0	2381
18564 SPECIAL SECURITY	0	0	0	0	0	0	0	0	0	0	-136	0	-136
18579 PATROL SERVICE	2040	2175	1957	1800	2002	1168	459	484	477	363	381	498	13806
18736 GUTTER & DOWNSPOUT CLEANING	0	0	0	33121	0	32456	0	4185	4050	1215	185	2430	77642
18767 REPAIR & MAINTENANCE	2158	2083	6181	4477	10827	-3344	515	-1630	2643	582	1141	6104	31735
18905 KITCHEN SUPPLIES	0	289	6	137	59	257	21	71	148	160	0	109	1257
18957 JANITORIAL EXTRA	8170	0	0	0	0	0	0	0	0	0	0	0	8170
18986 FITNESS CONTRACT	0	0	0	178	0	0	0	95	95	0	0	180	548
TOTAL COMMON AREA	17950	19118	14934	50128	19643	34217	11079	12035	14451	7247	12706	16993	230500
MANAGEMENT/ON-SITE ADMIN EXP													

NPEPENTHE ASSOCIATION
 INCOME STATEMENT FOR 12 MONTHS ENDING
 06/30/2023

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

FirstService Residential CA
 15241 Laguna Canyon Road
 Irvine CA 92618

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
18001 COMMUNITY WEBSITE	150	150	150	206	0	300	0	300	150	150	438	0	1994
18003 COMMUNITY EVENTS/PROGRAMS	215	1281	0	233	0	430	0	427	-1404	106	-320	507	1475
19109 CONTRACT MANAGEMENT	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	93600
19010 PENDING P-CARD EXPENSE	8101	-7786	641	-956	0	0	0	0	0	0	393	0	393
19101 CPA SERVICES	0	0	0	0	0	0	0	0	0	2005	240	0	2245
19104 FEDERAL TAX EXPENSE	0	9327	0	0	0	-25284	0	0	0	0	0	0	-15957
19105 FRANCHISE TAX BOARD	0	3460	0	0	0	-6920	0	0	0	0	0	0	-3460
19106 TAXES & LICENSES	0	0	0	1120	0	0	0	0	602	0	0	0	1722
19108 GENERAL COUNSEL SERVICE	4906	5109	0	0	0	2948	0	6518	1806	0	0	0	21286
19111 MANAGEMENT REIMBURSABLE	925	9006	3320	3320	3320	3320	4070	3960	3620	925	6312	3610	45709
19112 POSTAGE, ON-SITE	0	60	0	67	0	0	0	50	0	39	0	0	216
19117 DUES & PUBLICATIONS	0	0	0	0	0	0	0	1179	0	320	0	0	1499
19119 BANK FEES	35	35	35	35	35	35	35	35	35	35	35	35	420
19124 ON-SITE STAFF	12440	12451	20025	5002	10896	12743	20394	17006	22830	25504	17384	8179	184853
17209 PAYROLL PROCESSING FEES	520	520	520	520	520	520	520	520	520	520	520	520	6240
19126 DELINQUENCY MONITORING	-1774	-3360	-750	-658	-693	-1625	-1710	-883	-1185	-541	-2138	-1584	-16899
19132 OPERATING CONTINGENCY	0	0	0	67	0	0	0	0	0	0	0	2545	2612
19143 LEGAL-COLLECTIONS	0	-5434	0	15065	-2700	0	0	0	0	0	0	0	6931
19172 ACCOUNTING REIMBURSABLES	0	1507	367	317	433	593	659	428	411	0	713	375	5802
19174 AMS COLLECTION EXPENSE	6	-1186	1090	-41	830	-84	925	-232	1398	295	172	-735	2437
19178 PROPERTY TAX	0	343	0	637	0	0	0	0	0	0	0	0	980
19247 PAYROLL TAXES & BENEFITS	6638	6640	9334	2715	5431	6354	10604	8372	10736	11475	8667	4444	91410
19295 ON-SITE OFFICE SUPPLIES	0	228	82	119	26	203	141	116	31	1	255	886	2090
19382 COPIER LEASE	443	494	477	477	443	443	920	955	477	0	0	0	5128
TOTAL MANAGEMENT/ON-SITE ADM	40404	40645	43092	36045	26341	1776	44359	46548	47224	49236	40472	26582	442724
INSURANCE													
19107 INSURANCE	18188	9094	21652	10523	11419	17408	11370	11370	11370	11370	11370	11370	156508
DC1930 FLOOD INSURANCE	27000	23639	27000	17765	74754	26047	26906	27000	27000	27000	49429	31467	385007
TOTAL INSURANCE	45188	32733	48652	28288	86173	43455	38276	38370	38370	38370	60799	42837	541515
TOTAL OPERATING EXPENSES	151337	153102	157686	168457	190199	172755	154825	155318	159175	151356	170017	154611	1938837
NET INCOME/(LOSS)	-1141	17000	-37785	59705	25824	-30469	29509	-24741	1633	-13962	18211	2216	46000

Board Follow-Up - July 2023 Open Meeting Forum.doc.docx

BOARD RESPONSES TO JUNE OPEN MEETING HOMEOWNER COMMUNICATIONS

1. **Amy Mickel (HO):** (A letter from Amy and 2 other owners regarding this topic was included with the Board packet.) The owners have several questions about the removal of the juniper trees that sided the Commons Drive tennis courts. They include: what approval process was followed and how was it announced to the community; the increased noise level for units facing the tennis courts; the reduced privacy for the units; and, Paul DuBois in 2022 recommended removal but also recommended future plantings - the homeowners would like to know the plans for the area.

Response from the Board: The 2022 recommendation to remove the juniper trees was not approved by the Board. In April 2023, as the Browning planning documents projected multiple projects for the 3 tennis court locations, the Board appointed an ad hoc committee to review the sports courts and make recommendations as to the condition and advice on how to proceed. That report was presented to the Board at the May Executive meeting. That report confirmed the 2022 recommendation and specified the damage being caused to the courts by the trees. Based upon that report, at the May 3, 2023 Executive meeting the Board approved the removal of the trees. The May 3, 2023 Board packet contained the ad hoc report and the May 2023 newsletter advised the community. There is a pedestrian walkway fronting all the units facing the courts, denying full privacy to the units facing the courts. It is correct that removing the trees changes the view from the facing units and it may increase the daytime noise reaching the units. The courts are used during daytime hours only and have no lights to permit use after sundown. This month, the Board will be reviewing/voting on a second proposal for further remediation in this area. Additionally, wind screens have been ordered and will be placed along the court fence.

2. **Peter Pelkofer (HO):** His understanding was that the siding project manager, Paul Reeves, would be viewing all inspections and identification of identified siding to be replaced. When the crews marked the siding near Peter, Paul Reeves was not there. Would like clarification of Paul's oversight.

Response from the Board: While Paul Reeves may not be on-site for all inspections, he does routinely oversee the inspection of siding needs and the completed work of the contractor. Paul Reeves has provided the following detail on his oversight:

Scenario 1. CPR (our contractor) And I walk the units and identify repairs needed that are listed on the original contract scope of work. We mark these with a black X. We mark repairs needed that are not listed in the original scope of work with a red or white X. Then a change order is generated by CPR. I compare that to my notes from that walk. If it is correct, I ask you to approve.

Scenario 2. Due to scheduling access with the homeowner(s) CPR will walk the units without me. Mark the same as above. I will come walk the job when I have homeowner access and check it against the scope of work list. Then I ask you to approve the work order. This is when the homeowner sees CPR and not me.

Units in progress inspections. Often dry rot is found to the framing after the siding has been removed. A change order is often sent to me before I see the work needed. Unless it's an emergency (like when we had bees in a wall a few months ago), I wait until I am onsite and have seen it before I submit that change order.

3. Joan Massoni (HO): Has not seen recent newsletters nor received HOA emails. Would like to see the meeting recordings posted for review.

Response from the Board: Monthly newsletters are published and emailed to residents. Hardcopy versions, for those who do not wish to use email, are available in the clubhouse. Newsletters are typically published within 3 days of the monthly Board meetings. If you are not receiving Nepenthe e-mails, and would like to, please contact the Nepenthe Office and staff will assist you.

Unless there are technical issues, recordings of zoom open meetings are available on the Nepenthe website. In the event we are unable to upload zoom open meeting recordings onto the website, office staff members will always attempt to upload them to the Association's YouTube account at: @nepentheassociation321. Additionally, open meeting board packets and open session minutes are available on the website.

4. Bill White (HO): The Elmhurst pool is unheated. Might the Board consider an above-ground spa for that pool area?

Response from the Board: At this time there are no plans to add an above ground spa to the Elmhurst pool area.

PUB 2023 Process for Homeowner Landscaping Request.docx



PROCESS FOR HOMEOWNER LANDSCAPING REQUESTS
ADOPTED SEPTEMBER 2021, REVISION ADOPTED 9/28/2022
Revision Adopted 7/5/2023

I. REQUEST IS RECEIVED AND EVALUATED

- a. Requests must be in writing in one of the following formats:
 - i. Hand or mail delivery of Service Request Form
 - ii. Email directly to staff member
 - iii. Form submission at www.NepentheHOA.com
 - iv. All requests will be recorded in an open request file.
- b. There are three basic categories of landscape requests:
 - i. Irrigation concerns, i.e., overwatering, underwatering, sprinkler geysers. In all of these cases, staff will place a work order with the landscape company. The Irrigation Technician will determine the priority of work based upon the description of the problem.
Staff will communicate this to the requesting homeowner either in person at the time the request is made or by email.
 - ii. Requests for regular, routine maintenance, such as the trimming shrubs or detail cleaning under the shrubs or fall leaf cleanup.
Staff member will communicate the schedule to the resident to help manage expectations.
 - iii. Requests for services *outside* of Nepenthe’s standard contractual practices, i.e., clearing out redwood duff or allowing shrubs to grow to an excessive height, for more intensive intervention such as new landscaping or the installation of bark or cobble.
Staff member will forward to manager who, within 2 weeks, will evaluate the request and discuss with the Board Liaison to determine a course of action and response.

II. CONDITIONS ARE INSPECTED AND A PLAN FORMULATED

- a. The following criteria will be used to determine whether to requests falling under 1.b.iii above or move forward:
 - i. Conditions reported are accurately described and landscape intervention would correct the condition.
 - ii. There are no other landscape plans pending for the area
 - iii. Potential for harm to community-maintained property

- c. If there is risk of harm to community-maintained property, the manager will inform the Chair and Liaison of Grounds, asking for their assessment. If there is agreement that the situation needs immediate attention, the manager will place a work order for a proposal for correction.
 - i. Proposal will be discussed with the Board Liaison and the Grounds Committee Chair. Or, in the absence of an assigned Liaison or Grounds Committee Chair, the Board President or Vice-President will be consulted. With concurrence from two of the above positions, the proposal will be presented directly to the Board for authorization.
 - ii. Once the Board approves the work, management will authorize the landscaper to commence.
- d. Non-urgent requests will be forwarded to the Grounds chair for inclusion in upcoming zone walks.
 - i. The homeowner will be advised of the action taken and provided an approximate schedule for the next applicable zone walk.
- e. Manager will communicate with requesting homeowner to let them know the status of their request, whether denied or moving forward.

III. WORK IS COMPLETED

- a. The open request will be closed.