

NEPENTHE ASSOCIATION
Open Session

Nepenthe Clubhouse
March 6 2024 – 6:00 PM



NEPENTHE ASSOCIATION

Open Session

March 6, 2024 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 March 6, 2024, 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 March 6, 2024 Executive Session:

(To be announced in the meeting)

III. REPORTS

A. CONSTRUCTION MANAGER'S REPORT

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

Supporting Documents

[📎 Nepenthe Monthly Report February 2024.pdf](#) 7

[📎 Nepenthe Change Order Log Updated 2.27.24.pdf](#) 24

[📎 Patio Inspections - 02.27.24.pdf](#) 51

B. GENERAL MANAGER'S REPORT

Nicole Marks, General Manager, has submitted the enclosed work order report for February 2024 and Management Report for review.

Supporting Documents

[📎 Management Report - 03.06.24.docx](#) 70

[📎 March 2024 - Gutter Cleaning Schedule Map.pdf](#) 72

[📎 February 2024 - Work Orders.pdf](#) 74

IV. COMMITTEE UPDATES

A. ARCHITECTURAL COMMITTEE

This item serves as a placeholder for the Board to receive, review and discuss any report or update from the Architectural Committee.

Supporting Documents

[📎 2024-02-08 ARC Minutes_rev..docx](#) 84

[📎 Security-Camera-ARC-Guideline-Agreement-1.pdf](#) 88

B. OUTREACH COMMITTEE

This item serves as a placeholder for the Board to receive, review and discuss any report or update from the Outreach Committee.

Supporting Documents

[📎 Outreach Committee Minutes - 02.14.24.pdf](#) 92

C. ILS COMMITTEE

This item serves as a placeholder for the Board to receive, review and discuss any report or update from the ILS Committee.

Supporting Documents

[📎 ILS Committee Minutes - 01.09.24.pdf](#) 97

[📎 02.13.24 ILS Minutes.pdf](#) 99

[📎 ILS Committee - HOA AED recommendation.docx](#) 101

D. GROUNDS COMMITTEE

This item serves as a placeholder for the Board to receive, review and discuss any report or update from the Grounds Committee.

Supporting Documents

[📎 Grounds Committee Minutes, 02-15-24.pdf](#) 105

E. FINANCE COMMITTEE

This item serves as a placeholder for the Board to receive, review and discuss any report or update from the Finance Committee.

Supporting Documents

[📎 Minutes FC 2.26.24.docx](#) 108

F. ELECTION/NOMINATING COMMITTEE

This item serves as a placeholder for the Board to receive, review and discuss any report or update from the Election/Nominating Committees.

Supporting Documents

[📎 Election and Nominating Committee Minutes - 01.30..docx](#) 111

[📎 Slate of candidates, 2024.docx](#) 113

V. HOMEOWNER CORRESPONDENCE

A. HOMEOWNER CORRESPONDENCE - 03.06.24

Attached for Board review is correspondence from the Membership to provide comments/feedback.

Supporting Documents

[📎 1. Bill White.docx](#) 115

[📎 2. Ricardo Pineda.docx](#) 117

[📎 3. John Apostolo.pdf](#) 119

[📎 4. Peter Pelkofer.docx](#) 128

[📎 5. John Bloomer.pdf](#) 131

[📎 6. Nina White.docx](#) 134

B. HOMEOWNER COMMENT/CORRESPONDENCE FOLLOW UP - 02.07.24

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

Supporting Documents

[📎 FINAL March 2024 HO Meeting Response .docx](#) 136

VI. NEW BUSINESS

A. OPEN SESSION MINUTES - FEBRUARY 7, 2024

Proposed Resolution

The Board approves the Open Session Minutes dated February 7, 2024 as presented.

Supporting Documents

[📎 OpenSessionNepentheBoardofDirectors_02072024_Minut.pdf](#) 143

▶ **Action Required:** Board Review & Resolution

B. FINANCIAL STATEMENT - JANUARY 2024

Proposed Resolution

The Board accepts the Association’s income statement for January 2024 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 \$210,892.77 and year-to-date reserve funding of \$41,299.05 compared to the year-to-date reserve funding budget of \$197,564. The actual year-to-date operating expenses were \$157,850.77. The budgeted year-to-date operating expenses were \$172,185. The association has \$112,174.12 in operating funds, which represents 0.30 months of budgeted expenses and reserve contributions. The association has \$10,844,058.95 in reserve funds.

Supporting Documents

[January 2024 Financials for the Membership.pdf](#) 148

C. RESOLUTION TO RECORD LIEN

Background

WHEREAS, Section 5673 of the California Civil Code requires that, the decision to record a lien for delinquent assessments shall be made only by the Board of Directors of the association and may not be delegated to an agent of the association; and

WHEREAS, Section 5660 of the California Civil Code requires that a warning letter be sent by certified mail to the owner of record at least 30 days prior to recording a lien; and

WHEREAS, the Association has sent this letter and the 30 days has or will soon expire; and WHEREAS, as of the date of this report payment has not been received to pay the delinquent assessment amount on the properties listed below

Proposed Resolution

NOW THEREFORE BE IT RESOLVED that the Board of Directors approves by a majority vote of the board members present at a duly called open meeting for FirstService Residential to record a lien on the separate interests/accounts listed below on behalf of the association and to mail a copy of the recorded lien to all known owners and addresses once the 30 days has elapsed from the mailing of the warning letter and no payment has been received.

Date	Account No.	Total Amount Due	Approved	Denied
1/12/24	2487-02	\$6,176.81		
2/14/24	1994-04	\$3,819.68		

Supporting Documents

[LIEN RESOLUTION.pdf](#) 160

VII. 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.

VIII. NEXT BOARD MEETING

The Association's next open Board meeting will be held April 3, 2024, at 6:00 pm.

IX. ADJOURN

Nepenthe Monthly Report February 2024.pdf



Dry Rot and Painting Project

Phase One 2022-2023-2024

Phase Two 2024-2025

Phase Three 2025- 2027

Monthly Project Report For February 2024

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



1. Project Overview, Phase #1	2-3
2. Phase #2 Update	3-4
3. Phase #3 Update	4
3. Phase #1 Cost Management	5
4. Phase #1 Invoice Control	6-13

Scope Management (Change order log) was moved to a separate attachment.

1. Project Overview- February 2024:

Two siding suppliers notified us on 2/29 that the Dura Temp siding is being discontinued. We now have two options. Use the original T-111 wood siding. Or L.P.Smart Side. We all know what T-111 looks like. L.P. looks similar to Dura Temp and now has a better warranty. I will get samples, Warranty details, and cost next week. After I have that information and know how much longer we can get Dura Temp. I will contact Nicole on how best to present this to the board.

Phase #1.

We have had slower progress in February due to rain. I plan on a late July finish date for phase one. After more rain delays, I will ask CPR for a schedule update later in March.

Marcus, Nicole, and I had our first pre-inspection of the patio landscaping at 700 to 7020 DB. We will have our next inspection of the 500 to 516 in the coming weeks. Timing depends on the weather.

FYI- No addresses start with 600 in the center area of Dunbarton.

An update on phase #1 progress is below.

On 2/29, I inspected the paint at units 1427 Commons to 1020 Dunbarton. Weather permitting, the final touch ups will be completed next week. I also noted that 1016 DB has a lot of soil against the siding on the patio. I have photos and will send them to the office and ask for the next steps.

1. Dry rot repairs and painting are completed at building unit addresses-
Up to 1020 Dunbarton Cir.

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



2. Dry rot repairs are completed at 116 and up to 808 Dunbarton Cir.
3. Repairs are in process at 800 to 712 Dunbarton. These will be completed in approximately two weeks—weather permitting. A few change orders are to be completed at 800 To 812 Dunbarton. These should be done in a week if the weather cooperates.
4. Painters will schedule painting, weather permitting, as soon as possible.
5. The next units on the repair list are 720 TO 716 Dumbarton, then 714 to 700 Dunbarton.

As of 2/29, 118 units of the 172 are completed in phase #1.

6. **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—\$1,881,330.63. % The log includes the 118 units completed and the next Fourteen units to be done, representing a total of 132. Cost per unit siding and fences- for units represented \$14,252.50 each. Down \$750 per unit from last month. Expect this amount of change up/down per month.

7. Changes to Cost Management and Invoice Control for February are highlighted in yellow.

2. Phase #2.

The due date for proposals was 3/1. As of this writing on 2/29, we received one proposal from Aspire Painting. Now that we know that we won't be able to get Dure Temp for phase two. I have notified all bidders to price L.P. Smart Side. And a new due date of March 8 for proposals. Suppose the board requests pricing for T-111. I can request that from the bidders at a future date.

We expect to start phase #2 as soon as phase #1 is complete. Plan on the July 2024 start for phase #2.

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



We have been getting requests from homeowners concerned about the dry rot damage they see. I have been inspecting them to see if there is a high likelihood of water getting in this year. If there is, we are getting repair estimates and requesting approval. If they can wait until their repairs are scheduled in phase #2, I will put them on a watch list and look at them in the spring of 2025 if we have not completed that part of phase #2.

3. Phase #3.

We have been getting requests from homeowners concerned about the dry rot damage they see. If there is a high likelihood of water getting in this year. I have been inspecting them and getting estimates for repairs. Then, ask for approval to repair. If they can wait until their repairs are scheduled in phase #3, I will put them on a watch list and look at them in the spring of 2025, the same as phase #2.

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



4. Cost Management- Phase #1.

Total Contract Amount

Contractor Code	Scope	Budget Value (\$)	Change Orders Value (\$)	Permits Value (\$)	Invoiced Value (\$)	Value Paid (\$)	
CPR Construction	Original Contract Siding & Trim	\$669,639.49			\$1,626,453.61 Includes Change Orders Invoiced	\$1,572,432.04	
CPR Construction	Change Orders Siding & Trim		\$756,508.03				
CPR Construction	Original Contract Fencing	\$153,218.39					
CPR Construction	Change Orders Fencing		\$301,965.60				
CPR Construction	Total Retention to date	\$147,944.10					
CPR Construction	Total Retention Invoiced	\$128,680.20			Included Above	Included Above	
CPR Construction	Permits			\$13,399.58	Included Above	Included Above	
Progressive Painting	Painting Original Contract	\$306,250.00			\$189,000.00	\$175,000.00	
	TOTAL PAID TO ALL ABOVE				Invoiced Value \$1,815,453.61	Value Paid \$1,747,432.04	

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



4. Invoice Control Phase #1.

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 2022-2023-2024

Location: Sacramento, CA



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

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



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
Contractor	Scope	IN#	Description	Value	Status Of Work	Status of Invoice	Status of Payment

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



CPR Costruction	Siding Repair	1269	Units 901, 903, 903,905,907 ,801,803,81 7, 807, 811, 809, Including Change Orders	Total Due Includes Retention Invoiced \$125,390.93	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1280	See Detail on invoice.	Total Due Includes Retention Invoiced \$100,823.87	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1289	Units 1001, 1003, 1005, 1007, 1009, 1011, 1013, 1015, 1017, 1019.	Total Due Includes Retention Invoiced \$116,590.22	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1298	See Detail on invoice.	Total Due Includes Retention Invoiced \$104,600.15	COMPLETE	APPROVED	PAID

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



CPR Construction	Siding Repair	1312	See Detail on invoice	Due This invoice \$15,047.66	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1320	See Detail on invoice	Due This invoice \$104,367.03	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1321	Retention	Due This invoice \$30,000.00	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1332	See Detail on invoice	Due This invoice \$82,885.37	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1337	See Detail on invoice	Due This invoice \$133,263.53	COMPLETE	APPROVED	PAID

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



CPR Construction	Siding Repair	1342	See Detail on invoice	\$70,080.75	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1354	See Detail on invoice	\$54,021.57	COMPLETE	PENDING	PENDING
Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
Progressive Painting	Paint	54	Painting	\$14,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17256	Painting	\$7,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17293	Painting	\$28,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17300	Painting	\$14,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17326	Painting	\$10,500.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17335	Painting	\$14,000.00	COMPLETE	APPROVED	PAID

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



Progressive Painting	Paint	17361	Painting	\$17,500.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17379	Painting	\$15,750.00	COMPLETE	APPROVED	PAID
Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
Progressive Painting	Paint	17390	Painting	\$19,250.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17406	Painting	\$14,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17419	Painting	\$7,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17438	Painting	\$7,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17445	Painting	\$7,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17452	Painting	\$14,000.00	COMPLETE	APPROVED	PENDING

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



			TOTAL APPROVED	Invoiced Value \$1,815,453.61			
			TOTAL APPROVED, NOT PAID	\$14,000.00			
			TOTAL PENDING APPROVAL	\$54,021.57			
			TOTAL PAID	\$1,747,432.04			

End Report.

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
Phase One 2022-2023-2024
Location: Sacramento, CA



Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
Phase One 2022-2023-2024
Location: Sacramento, CA



Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
Phase One 2022-2023-2024
Location: Sacramento, CA



Nepenthe Change Order Log Updated 2.27.24.pdf



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

Date: February 27, 2024 Contact: Paul Reeves
 Property Name: Nepenthe Homeowner's Association Company: Reeve's Construction Inc.

CHANGE ORDER LOG

COR #	LOCATION	PENDING	DECLINED	APPROVED	NOTES
COR #01	101 DB and 1395 Commons		\$2,973.03		VOID
COR #02	107, 109 Dunbarton and 1371 Commons		\$12,203.54		VOID
COR #01 REVISE	101 DB and 1395 Commons			\$3,767.15	Additional Siding and Trim
COR #02 REVISE	107, 109 Dunbarton and 1371 Commons			\$10,747.77	Additional Siding and Trim
COR #03	107/109 Fence			3308.38	24 If Fence Replacement
COR #04	1355 Commons			\$11,100.10	Additional Siding and Trim
COR #05	1359 Commons			\$984.59	Additional Siding and Trim
COR #06	1363 Commons			\$5,261.92	Additional Siding and Trim
COR #07	1355, 1359 and 1363 Commons Fence Repairs			\$5,191.76	Fence Repairs and replacement
COR #08	2308 Swarthmore			\$2,833.35	Additional Fence Replacement
COR #09	1329 Commons			\$472.76	Additional Siding and Trim
CREDIT COR #10	1331 Commons			-\$3,203.88	Credit Siding and Trim Not Done
CREDIT COR #11	1333 Commons			-\$243.13	Credit Siding and Trim Not Done
COR #12	2308 Swarthmore			\$7,232.85	Additional Siding and Trim
COR #13	1359 and 1363 Commons Fence Repairs			\$317.03	Fence Repairs and replacement
COR #14	Swarthmore Supplemental to COR#12			\$2,496.96	Additional Siding and Trim at 2 Gables

COR #15	1329 Commons Supplemental to #COR09		\$821.64		Additional Siding and Trim at Left Wall 2nd Story
COR #15 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	Additionla 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
COR #191	Additional Siding and Trim Unit #1009 DB Supplemental to COR#172			\$391.75	Additional Siding and Trim
COR #192	Additional Siding and Trim Unit #1103 DB			\$4,053.91	Additional Siding and Trim
COR #193	Additional Siding and Trim Unit #1105 DB			\$553.62	Additional Siding and Trim
COR #194	Additional Siding and Trim Unit #1107 DB			\$2,780.08	Additional Siding and Trim
COR #195	Additional Siding and Trim Unit #1109 DB			\$6,063.15	Additional Siding and Trim

COR #196	Additional Siding and Trim Unit #1019 DB Supplemental to COR#183			\$2,899.34	Additional Siding and Trim
COR #197	Fence Repairs Unit #1107 DB			\$3,755.64	Additional Fence Repairs
COR #198	REMEDICATION INTERIOR DRYWALL Unit #1019 DB Supplemental to COR#196			\$2,955.38	REMEDICATION INTERIOR DRYWALL
COR #199	Additional Siding and Trim Unit #1015 DB Supplemental to COR#181			\$913.83	Additional Siding and Trim
COR #200	Additional Siding and Trim Unit #1017 DB Supplemental to COR#182			\$761.24	Additional Siding and Trim
COR #201	Additional Siding and Trim Unit #1019 DB Supplemental to COR#198			\$1,198.01	Additional Siding and Trim
COR #202	Additional Siding and Trim Unit #1111 DB			\$4,852.67	Additional Siding and Trim
COR #203	Additional Siding and Trim Unit #1113 DB			\$5,817.44	Additional Siding and Trim
COR #204	Additional Siding and Trim Unit #1431 Commons			\$2,680.64	Additional Siding and Trim
COR #205	Additional Siding and Trim Unit #1433 Commons			\$2,874.73	Additional Siding and Trim
COR #206	Fence Repairs Unit #1113 DB			\$6,604.23	Additional Fence Repairs

COR #207	Additional Siding and Trim Unit #1101 DB Supplemental to COR#186			\$1,304.24	Additional Siding and Trim
COR #208	Additional Siding and Trim Unit #1103 DB Supplemental to COR#192			\$2,374.86	Additional Siding and Trim
COR #209	Fence Repairs Unit #1101 and 1103 DB			\$3,686.65	Additional Fence Repairs
COR #210	Additional Siding and Trim Unit #1112 DB			\$1,900.63	Additional Siding and Trim
COR #211	Additional Siding and Trim Unit #1423 Commons			\$9,748.57	Additional Siding and Trim
COR #212	Additional Siding and Trim Unit #1425 Commons			\$4,921.56	Additional Siding and Trim
COR #213	Additional Siding and Trim Unit #1427 Commons			\$3,741.52	Additional Siding and Trim
COR #214	Fence Repairs Unit #1423 and 1427 Commons			\$11,342.84	Additional Fence Repairs
COR #215	Fence Repairs Unit #1009 DB			\$7,218.13	Additional Fence Repairs
COR #216	Additional Siding and Trim Unit #1105 DB Supplemental to COR#193			\$422.06	Additional Siding and Trim
COR #217	Additional Siding and Trim Unit #1107 DB Supplemental to COR#194			\$589.29	Additional Siding and Trim

COR #218	Fence Repairs Unit #1105 DB			\$1,790.44	Additional Fence Repairs
COR #219	Additional Siding and Trim Unit #1431 Commons Supplemental to COR#204			\$1,055.13	Additional Siding and Trim
COR #220	Additional Siding and Trim Unit #1433 Commons Supplemental to COR#205			\$834.48	Additional Siding and Trim
COR #221	Additional Siding and Trim Unit #1108 Dunbarton			\$7,338.62	Additional Siding and Trim
COR #222	Additional Siding and Trim Unit #1106 Dunbarton			\$4,409.00	Additional Siding and Trim
COR #223	Additional Siding and Trim Unit #1417 Commons			\$5,520.91	Additional Siding and Trim
COR #224	Additional Siding and Trim Unit #1110 Dunbarton			\$7,631.01	Additional Siding and Trim
COR #225	Fence Repairs Unit #1106-1110 DB			\$11,981.14	Additional Fence Repairs
COR #226	Additional Siding and Trim Unit #1425 Commons Supplemental to COR#212			\$591.30	Additional Siding and Trim
COR #227	Additional Siding and Trim Unit #1427 Commons Supplemental to COR#213			\$598.29	Additional Siding and Trim

COR #228	Additional Siding and Trim Unit #1012 Dunbarton			\$10,886.15	Additional Siding and Trim
COR #229	Additional Siding and Trim Unit #1014 Dunbarton			\$7,476.33	Additional Siding and Trim
COR #230	Additional Siding and Trim Unit #1016 Dunbarton			\$10,583.93	Additional Siding and Trim
COR #231	Additional Siding and Trim Unit #1018 Dunbarton			\$6,874.27	Additional Siding and Trim
COR #232	Additional Siding and Trim Unit #1020 Dunbarton			\$10,145.23	Additional Siding and Trim
COR #233	Additional Siding and Trim Unit #1100 Dunbarton			\$7,346.06	Additional Siding and Trim
COR #234	Additional Siding and Trim Unit #1102 Dunbarton			\$10,998.14	Additional Siding and Trim
COR #235	Additional Siding and Trim Unit #1104 Dunbarton			\$7,816.33	Additional Siding and Trim
COR #236	Fence Repairs Unit #1100-1104 DB			\$15,821.36	Additional Fence Repairs
COR #237	Additional Siding and Trim Unit #1108 Supplemental to COR#221			\$754.89	Additional Siding and Trim
COR #238	Additional Siding and Trim Unit #1110 Supplemental to COR#224		\$1,173.63		Additional Siding and Trim

COR #239	Additional Siding and Trim Unit #1000 Dunbarton			\$10,792.91	Additional Siding and Trim
COR #240	Additional Siding and Trim Unit #1002 Dunbarton			\$6,134.75	Additional Siding and Trim
COR #241	Additional Siding and Trim Unit #1004 Dunbarton			\$6,679.67	Additional Siding and Trim
COR #242	Additional Siding and Trim Unit #1006 Dunbarton			\$8,098.77	Additional Siding and Trim
COR #243	Fence Repairs Unit #1002-1000 DB			\$12,286.15	Additional Fence Repairs
COR #244	Additional Siding and Trim Unit #1110 Supplemental to COR#238			\$310.23	Additional Siding and Trim
COR #245	Permit Fees Round 4			\$2,017.18	Permit Fees
COR #246	Additional Siding and Trim Unit #1110 Supplemental to COR#224	\$653.45			Additional Siding and Trim
COR #247	Fence Repairs Unit #1329 Commons			\$2,337.51	Additional Fence Repairs
COR #248	Additional Siding and Trim Unit #808 Dunbarton			\$7,874.24	Additional Siding and Trim
COR #249	Additional Siding and Trim Unit #810 Dunbarton			\$8,909.00	Additional Siding and Trim

COR #250	Additional Siding and Trim Unit #812 Dunbarton			\$9,020.01	Additional Siding and Trim
COR #251	Fence Repairs Unit #810-812 Dunbarton			\$5,155.55	Additional Fence Repairs
COR #252	Additional Siding and Trim Unit #1016 Dunbarton Supplemental to COR#230			\$840.40	Additional Siding and Trim
COR #253	Fence Repairs Unit #1012 Dunbarton			\$4,116.91	Additional Fence Repairs
COR #254	Additional Siding and Trim Unit #1014 Dunbarton Supplemental to COR#229			\$612.86	Additional Siding and Trim
COR #255	Additional Siding and Trim Unit #1018 Dunbarton Supplemental to COR#231			\$2,475.42	Additional Siding and Trim
COR #256	Exposed Beam Repairs Unit #1020 Supplemental to COR#232			\$2,964.21	Exposed Beam Repairs at Patio
COR #257	Rear Fence Repairs 1012 Dunbarton			\$2,922.58	Fence Repairs and replacement
COR #258	Exposed Beam Repairs Unit #1020 Supplemental to COR#256			\$614.03	Additional Siding and Trim Repairs
COR #259	Fence Repairs 1020 Dunbarton			\$1,251.73	Fence Repairs
COR #260	Additional Siding and Trim 1102 DB Supplemental to COR#234			\$1,074.60	Additional Siding and Trim Repairs

COR #261	Additional Siding and Trim 1104 DB Supplemental to COR#235			\$353.87	Additional Siding and Trim Repairs
COR #262	Additional Siding and Trim Unit #1010 Dunbarton			\$10,154.98	Additional Siding and Trim
COR #263	Additional Siding and Trim Unit #1008 Dunbarton			\$4,848.31	Additional Siding and Trim
COR #264	Fence Repairs 1010 Dunbarton			\$12,702.91	Fence Repairs
COR #265	Additional Siding and Trim Unit #1000 Supplemental to COR#239			\$299.15	Additional Siding and Trim
COR #266	Additional Siding and Trim Unit #1002 Supplemental to COR#240			\$278.59	Additional Siding and Trim
COR #267	Additional Siding and Trim Unit #1004 Supplemental to COR#241			\$730.18	Additional Siding and Trim
COR #268	Additional Siding and Trim Unit #810 Supplemental to COR#249			\$1,087.77	Additional Siding and Trim
COR #269	Additional Siding and Trim Unit #800 Dunbarton			\$8,117.96	Additional Siding and Trim
COR #270	Additional Siding and Trim Unit #802 Dunbarton			\$8,565.60	Additional Siding and Trim

COR #271	Additional Siding and Trim Unit #804 Dunbarton			\$15,882.18	Additional Siding and Trim
COR #272	Additional Siding and Trim Unit #806 Dunbarton			\$7,203.26	Additional Siding and Trim
COR #273	Fence Repairs 800, 802 and 804 Dunbarton			\$11,778.60	Fence Repairs
COR #274	Additional Siding and Trim Unit #116 Dunbarton			\$15,041.11	Additional Siding and Trim
COR #275	Fence Repairs 116 Dunbarton			\$834.79	Fence Repairs
COR #276	Additional Siding and Trim Unit #706 Dunbarton			\$7,660.57	Additional Siding and Trim
COR #277	Additional Siding and Trim Unit #708 Dunbarton			\$9,154.10	Additional Siding and Trim
COR #278	Additional Siding and Trim Unit #710 Dunbarton			\$13,892.64	Additional Siding and Trim
COR #279	Additional Siding and Trim Unit #712 Dunbarton			\$3,999.53	Additional Siding and Trim
COR #280	Additional Siding and Trim Unit #714 Dunbarton			\$8,361.65	Additional Siding and Trim
COR #281	Fence Repairs 706-714 Dunbarton			\$29,478.83	Fence Repairs
COR #282	Additional Siding and Trim Unit #808 Supplemental to COR#248			\$343.52	Additional Siding and Trim
COR #283	Additional Siding and Trim Unit #810 Supplemental to COR#268			\$1,867.37	Additional Siding and Trim

COR #284	PERMIT FEES			\$2,396.16	PERMIT FEES
COR #285	Additional Siding and Trim Unit #800 Supplemental to COR#269			\$332.70	Additional Siding and Trim
COR #286	Additional Siding and Trim Unit #802 Supplemental to COR#270			\$967.47	Additional Siding and Trim
COR #287	Fence Repairs 800 Dunbarton			\$7,537.51	Fence Repairs
COR #288	Additional Siding and Trim Unit #116 Supplemental to COR#274			\$932.04	Additional Siding and Trim
COR #289	Additional Siding and Trim Unit #1008 DB Supplemental to COR#263	\$2,157.75			Additional Siding and Trim
COR #290	Additional Siding and Trim Unit #1010 DB Supplemental to COR#262	\$919.42			Additional Siding and Trim
COR #291	Additional Siding and Trim Unit #708 DB Supplemental to COR#277	\$2,764.00			Additional Siding and Trim
COR #292	Additional Siding and Trim Unit #708 DB Supplemental to COR#291	\$966.00			Additional Siding and Trim
TOTALS		\$7,460.62	\$19,883.71	\$1,058,473.63	
TOTAL ORIGINAL CONTRACT AMOUNT				\$822,857.00	
TOTAL ADJUSTED CONTRACT AMOUNT				\$1,881,330.63	

Patio Inspections - 02.27.24.pdf

Patio Walk – 02.27.24





































Management Report - 03.06.24.docx

Management Report

Board Meeting Date: March 6, 2024

Nicole Marks, General Manager

Facilities

Gym Access: Residents now have access to the gym an hour earlier! Gym hours are now 6AM-10PM

Dunbarton Doors: Management is working with vendors to receive proposals for door replacements at the Dunbarton Cabana. While the interior doors are also in need of replacement, the priority is the replacement of the exterior doors so the pool area can be opened again.

Maintenance

Gutter Cleaning: Gutter cleaning has been scheduled beginning March 6th, please see schedule below. Please remember all gates need to be unlocked from 8am-4pm in the designated areas on the map. Bailey Boys will clean up any debris they blow off the roof, but they do not clean up debris that is already in the backyards/patios.

- **Zone 1:** March 6-March 7
- **Zone 2:** March 7-March 11
- **Zone 3:** March 11- March 13
- **Zone 4:** March 13-March 15
- **Zone 5:** March 15-March 19
- **Zone 6:** March 18-March 20
- **Zone 7:** March 19-March 21

Concrete Repairs: Breault Asphalt Maintenance along with Management have completed Zone 4 trip hazard evaluations. Proposals are expected for Zone 1-4 in the next week. Management will walk Zones 5-7 in the next couple of weeks to evaluate concrete trip hazards.

Clubhouse Carpet Cleaning: All carpets in the main clubhouse were deep cleaned in February by Custom Care.

Election Updates

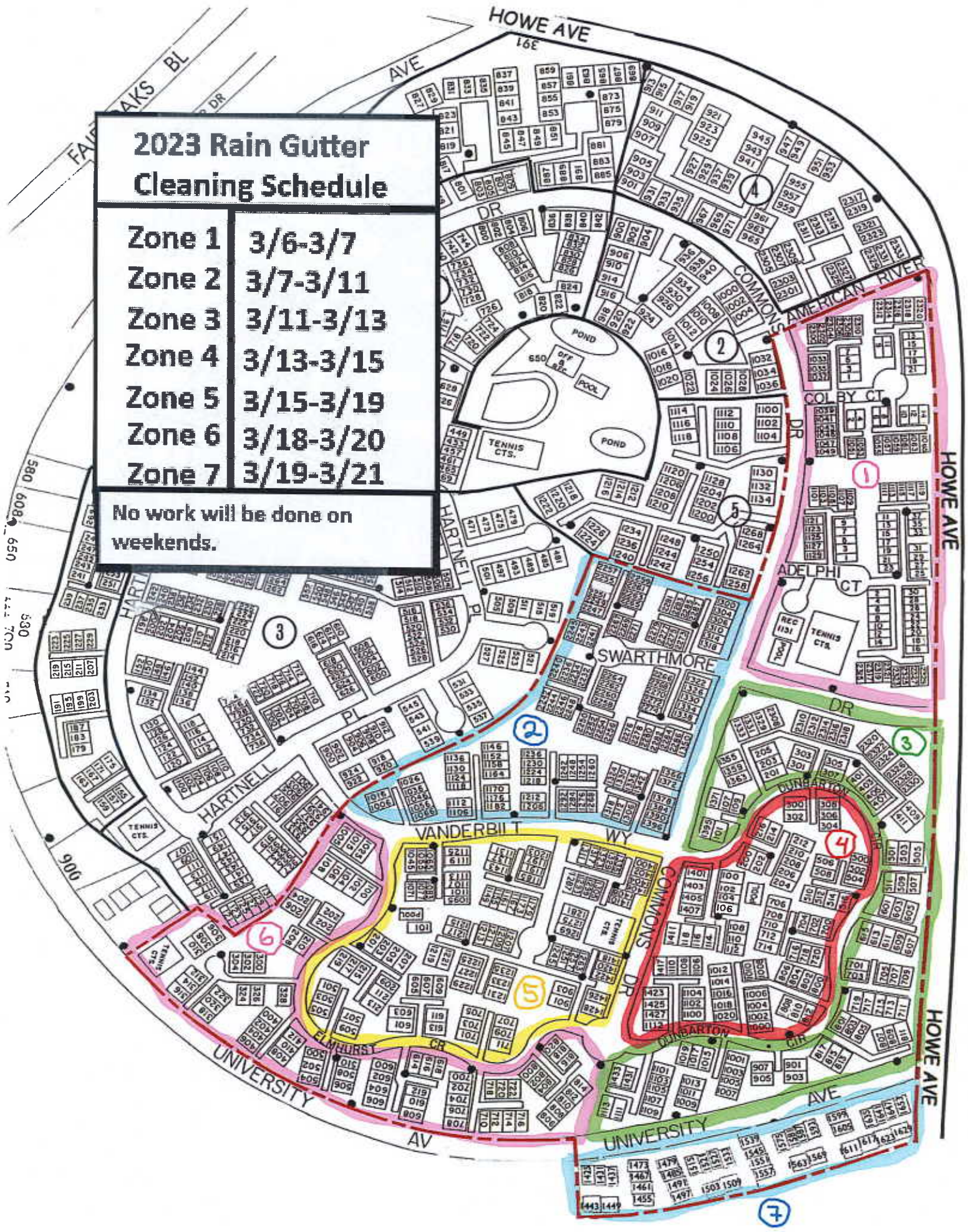
Reminder for Board Candidates: Any homeowner interested in becoming a candidate for the Nepenthe Board of Directors must first complete and submit the Initial Application for Board Candidacy (available in the February newsletter and in the office). The deadline to submit all required candidate material is Friday, March 29. The election for two Board positions will be held on Wednesday, May 22.

March 2024 - Gutter Cleaning Schedule Map.pdf

2023 Rain Gutter Cleaning Schedule

Zone 1	3/6-3/7
Zone 2	3/7-3/11
Zone 3	3/11-3/13
Zone 4	3/13-3/15
Zone 5	3/15-3/19
Zone 6	3/18-3/20
Zone 7	3/19-3/21

No work will be done on weekends.



February 2024 - Work Orders.pdf



Work Orders Nepenthe Association

WO#: 1195526	Status: Open	Progress Code:
Unit/Common Area: 806 Dunbarton Cir		Category: Gate-front gate
Date Created: 02/26/2024	Date Completed:	Vendor:
Schedule Completion Date:		
Description: Again, the front courtyard gate is not functioning properly. The gate is not plumb and is now not opening fully. The painters are starting tomorrow so maybe next week someone can finally install appropriate hardware to hang the gate on the post. CPR admitted that this gate they installed 3 years ago was substandard to begin with.		
Notes:		
<hr/>		
WO#: 1195397	Status: Open	Progress Code: Received
Unit/Common Area: 100 Dunbarton Cir		Category: Electrical
Date Created: 02/26/2024	Date Completed:	Vendor: RIVER CITY ELECTRIC
Schedule Completion Date:		
Description: Rivercity the lights are out from 100-108 and 200-204 and along that area		
Notes:		
<hr/>		
WO#: 1195375	Status: Open	Progress Code: Request Sent
Unit/Common Area: 1206 Vanderbilt Way		Category: Handyman
Date Created: 02/26/2024	Date Completed:	Vendor: ELITE Service Experts
Schedule Completion Date:		
Description: please check the light Infront of the house		
Notes:		
<hr/>		
WO#: 1195222	Status: Open	Progress Code: Request Sent
Unit/Common Area: 605 Dunbarton Cir		Category: Access Gates
Date Created: 02/25/2024	Date Completed:	Vendor: Critical Path Reconstruction Inc
Schedule Completion Date:		
Description: Both front and back gates need adjustments. Front gate is stuck closed. Back gate does not close all the way.		
Notes:		
<hr/>		
WO#: 1194912	Status: Open	Progress Code: Request Sent
Unit/Common Area: 2308 Swarthmore Dr		Category: Handyman



Work Orders
Nepenthe Association



Work Orders Nepenthe Association

Date Created: 02/22/2024	Date Completed:	Vendor:	ELITE Service Experts
Schedule Completion Date:			
Description: Mike There are two lollipop lights out by this address. There is one in front by the front door and one by the alley next to the garage. If you are facing the garage, it is on the right side. Please replace the bulbs. Thank you,			
Notes:			
WO#: 1194905	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 216 Dunbarton Cir		Category:	Landscape
Date Created: 02/22/2024	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description: Carson 4 hedges along the street by 216 Dunbarton need pruning down and back because residents cannot see down the street when driving or walking. Thank you,			
Notes:			
WO#: 1194895	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Landscape		Category:	Irrigation
Date Created: 02/22/2024	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description: Per our conversation today: Please repair irrigation at the locations below due to storm damage when a tree fell: between 1323/1329 vanderbilt 1095 elmhurst			
Notes:			
WO#: 1194713	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1593 University Ave		Category:	Handyman
Date Created: 02/21/2024	Date Completed:	Vendor:	ELITE Service Experts
Schedule Completion Date:			
Description: Mike The homeowner said their mailbox is slanted/bent. Please correct on the post/ straighten it out. Thank you,			
Notes:			
WO#: 1194463	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Cabana- Dunbarton		Category:	Fences



Work Orders Nepenthe Association

Date Created: 02/21/2024	Date Completed:	Vendor:	JAMES E. WILLIAMS & SON INC.
Schedule Completion Date:			
Description: JWS Please provide the proposal for Dunbarton Cabana fence. There are bricks on one side that need to be removed. Please provide options for more secure fence so on one can climb and get into pool area. Thanks			
Notes:			
<hr/>			
WO#: 1194364	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Cabana- Dunbarton		Category:	Door
Date Created: 02/20/2024	Date Completed:	Vendor:	JAMES E. WILLIAMS & SON INC.
Schedule Completion Date:			
Description: JWS Please provide the proposal for replacement of Dunbarton Exterior doors Thanks			
Notes:			
<hr/>			
WO#: 1194098	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1016 Vanderbilt Way		Category:	Roof
Date Created: 02/19/2024	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description: The owner called to report roof is leaking STILL. It did more damage after the storm. Stated this was supposed to be fixed last week. Our notes say Advanced roofing removed and replaced some shingles that were damaged but it is still leaking.			
Notes:			
--2/20/2024 12:59:46 PM by ndhesi1 : Advance roofing removed and replaced some shingles that were damaged.			
<hr/>			
WO#: 1193717	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1149 Vanderbilt Way		Category:	Gutter
Date Created: 02/15/2024	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description: Advance Roof Please repair the gutter Thanks			
Notes:			
<hr/>			
WO#: 1193694	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 102 Dunbarton Cir		Category:	Roof
Date Created: 02/15/2024	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC



Work Orders Nepenthe Association

Schedule Completion Date:			
Description: advance roof the branch fell on the roof. please inspect and repair thanks			
Notes:			
WO#: 1193692	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 102 Dunbarton Cir		Category:	Tree Maintenance
Date Created: 02/15/2024	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description: Grove There is a branch on the roof. Pease remove thanks			
Notes:			
WO#: 1193611	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1015 Dunbarton Cir		Category:	Landscape
Date Created: 02/07/2024	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description: Carson Please plant appropriate shrub in area by front door where shrub was removed by CPR for siding access Thanks			
Notes:			
WO#: 1193519	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1317 Vanderbilt Way		Category:	Light Pole
Date Created: 02/14/2024	Date Completed:	Vendor:	RIVER CITY ELECTRIC
Schedule Completion Date:			
Description: RCE Please go assess the light pole near this address. A homeowner said it is broken and "smashed in". Please see photo. Thank you.			
Notes:			
WO#: 1193466	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1083 Vanderbilt Way		Category:	Gutter
Date Created: 02/14/2024	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			



Work Orders Nepenthe Association

Description: ARD Please replace the two gutters at the front of the home. Thank you,			
Notes:			
WO#: 1193171	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 502 Dunbarton Cir		Category:	Roof Leak
Date Created: 02/13/2024	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description: ARD Please inspect the roof at 502 Dunbarton as the property manager says there is a leak as coming from a "soffit area" over the kitchen. He said the leak is on the first floor in the kitchen but there is no area of the second floor that is over the kitchen. It is just a hollow space that the roof covers. A plumber came out and determined it was not the pipes from bathroom or kitchen and it is not coming from the siding. Please determine cause and source of leak and fix accordingly. Please contact the property manager (contact listed above) Thank you,			
Notes:			
WO#: 1192607	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 802 Dunbarton Cir		Category:	Roof
Date Created: 02/09/2024	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description: ARD a couple shingles and some flashing need replacing. Right side of the chimney by the front door. Thank you,			
Notes:			
WO#: 1192398	Status: Open	Progress Code:	Received
Unit/Common Area: Zone 4 Landscape		Category:	Landscape
Date Created: 02/08/2024	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description: Carson The board has approve the proposal for zone drains NTE \$21800.00 at last nights board meeting. thanks			
Notes:			
WO#: 1192393	Status: Open	Progress Code:	Received
Unit/Common Area: Zone 4 Landscape		Category:	Landscape
Date Created: 02/08/2024	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.



Work Orders Nepenthe Association

Schedule Completion Date:			
Description: Carson The board has approved Zone 4 , 19 locations of shrub removal NTE; 65400.00 Thanks			
Notes:			
WO#: 1192258	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1105 COMMONS Dr		Category:	Roof Leak
Date Created: 02/07/2024	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description: ARD 1105 Commons is having a massive leak that is soaking into both floors of the dining room downstairs and the guest room directly above it upstairs. They believe it is going through the walls because they do not see any visible signs on the second-floor ceiling and because it is soaking the carpet on both floors. Please inspect and repair as needed. Please call the homeowner, Taylor, for scheduling, (209) 598-2293			
Notes:			
WO#: 1191953	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 202 Elmhurst Cir		Category:	Roof
Date Created: 02/06/2024	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description: ARD It looks like this unit has two possible roof penetrations. The small puncture hole in the ceiling is on the second-floor bedroom. The homeowner believes there was a puncture in the roof above that, but it is unknown. Please check for any possible water intrusion/damage. Thank you,			
Notes:			
WO#: 1191671	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1164 Vanderbilt Way		Category:	Roof Inspection
Date Created: 02/05/2024	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description: ARD A large tree branch fell on the roof. Please inspect the roof for damage. Thank you.			
Notes:			
WO#: 1191668	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1384 COMMONS Dr		Category:	Roof Leak
Date Created: 02/05/2024	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC



Work Orders Nepenthe Association

Schedule Completion Date:			
Description:	ARD There is a leak in the roof on the second floor. Located in the hallway upstairs near the closet- it is indicated by the stain on the ceiling. please call the homeowner for entry. (916) -272-8722 Thank you,		
Notes:			
WO#: 1191621	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 16 Adelphi Ct		Category:	Gutter
Date Created: 02/05/2024	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description:	ARD Tree fell on the roof and damaged the front gutter over the front door. Please inspect for roof and gutter damage and repair as needed. Thank you,		
Notes:			
WO#: 1191586	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1176 Vanderbilt Way		Category:	Gate - Pedestrian
Date Created: 02/05/2024	Date Completed:	Vendor:	Critical Path Reconstruction Inc
Schedule Completion Date:			
Description:	CPR Please check the gate its hard to open and close. Call at 702-978-9925 to schedule Thanks		
Notes:			
WO#: 1191534	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1292 Vanderbilt Way		Category:	Roof Inspection
Date Created: 02/05/2024	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description:	ARD A large branch fell hitting the roof and damaged the gutter. Please inspect the roof for damage and assess the gutter. Thank you,		
Notes:			
WO#: 1191504	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 106 Dunbarton Cir		Category:	Fences
Date Created: 02/05/2024	Date Completed:	Vendor:	Critical Path Reconstruction Inc
Schedule Completion Date:			



Work Orders Nepenthe Association

Description: CPR There was damage to the fence. Please assess and repair as needed. Thank you,

Notes:

2024-02-08 ARC Minutes_rev..docx

NEPENTHE ARCHITECTURAL REVIEW COMMITTEE MINUTES
Thursday, February 08, 2024

February 08, 2024, Thursday, at 5:30 pm meeting was canceled, with this month's business being conducted via email only.

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Action item request for Board action at the end of this document on p. 3.

Members participating: Alan Watters, chairperson; Allen Davenport; Ken Luttrell; Paul Serafimidis.

Members absent: Lee Blachowicz (on leave).

Also participating: Markus Dascher, Board Liaison.

A. Introductions. None.

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

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

1. **22 Adelphi Court** – Replacement of window glass only in two windows is requested for this 2000 model. This type of request is new to the A.R.C. This home has already received dual-paned vinyl-framed windows. But the homeowner wishes to further mitigate the noise from Howe Ave. that comes through the two windows on the east façade facing this busy street. The proposal is to remove the two glass panes in each of the two dual-paned, vinyl-framed windows and replace the glass with laminated glass, in only the windows on the east façade, the living room window and that in the bedroom above it.

The A.R.C. asked for assistance from Nepenthe's construction manager, who verified that this remedy is in use and described the process:

Statement from Paul J. Reeves, of Reeves Construction Inc., February 12, 2024:

"Laminated glass will help with sound transmission through the glass. You can mitigate the noise. You will never stop it completely.

I have had Southgate replace the glass within the vinyl windows when the glass is damaged and needs to be replaced. They cut out the sealant between the vinyl and the glass. When they install the new glass, they apply new sealant. The key is knowing how to do it. Southgate has always done exceptional work."

Voting was conducted by email on February 14, 2024, with all three members responding voting yes. **Approval Recommended.**

2. **2261 Swarthmore Drive** – Windows replacement is requested in this 4000C model. All sliding windows and patio sliding doors are to be replaced with Simonton Daylight Max windows and Simonton Madeira Contemporary Patio Doors with the exterior color being Bronze via a retrofit installation. The contractor is to be C.E.C.S. A City permit is required by City codes. Voting was conducted by email on February 28, 2024, with all four active members voting yes. **Approval Recommended.**

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

1. **1100 Dunbarton Circle** – Emergency replacement of the HVAC system in this 3300 model. This replacement was done as part of HOA-directed urgent project to replace the backyard fence and remove a tree root that was damaging the fence and threatening the HVAC's outdoor compressor. The new HVAC system was installed on January 10, 2024. The contractor was Buckley Heating & Air. Requested is installation of a new Trane split heat pump and air handler. The existing refrigerant line set is to be re-used, per homeowner, and no new external control wiring is required. The outdoor heat pump compressor is to remain in its original location. Although this installation was completed around January 10, the documentation was incomplete until February. Voting was conducted by email on February 8, 2024, with all four active members voting yes. **Emergency Approval was Granted on February 8, 2023.**
2. **1359 Commons Drive** – Emergency HVAC replacement is requested for this 4400 model. Requested is the installation of an American Standard 3.5-ton split-system Silver 14 series heat pump and air handler. The new outdoor compressor will be sited in the same location. The refrigerant lines are to be reused, and no new external wiring will be run over the siding. Voting was conducted by email on February 27, 2024, with all four active members voting yes. **Emergency Approval was Granted on February 27, 2023.**

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

C. Old Business: none.

D. New Business: Online discussion was held concerning eliminating the Emergency Security Camera letter of authorization. See appendix.

E. Estoppel Inspections: Alan performed one.

F. Notices of Completion: Alan signed several.

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

Action item request for Board Action

February 28, 2024

Request that the Board of Directors authorize eliminating the Emergency Security Camera agreement and letter of authorization.

This document can be found at <https://nepenthehoa.com/architectural-committee/> Under the hyperlink titled [Security Camera-ARC Guideline Agreement](#).

It is appended after the discussion below.

Background: This emergency method of authorizing the installation of exterior security video cameras was created in December, 2021, as part of an effort to respond swiftly to break-ins or other crime. It allows a homeowner merely to sign the document of agreement and the general manager to sign (although in its current form it has the typed name of former general manager Bettsi Ledesma). It eliminates the need for submission of a regular Home Improvement Application for security cameras and approval by the Architectural Review Committee, followed by approval of the Board of Directors.

The Issue: It places review of the homeowner's plans for installing security cameras in the hands of the general manager or other management staff. This is not ideal because the management staff may not be conversant with the subtleties of HOA concerns about camera placement and field of views versus privacy of neighbors and other residents in the common area. And it expects management staff to make such a determination in a short time.

Use: Also, it is believed that this emergency Security Camera ARC Guideline Agreement has been used only once in the three-year period that it has been available, last November. The then-General Manager preferred that the A.R.C. vet the application at that time.

Agreement among the A.R.C. and the General Manager: The Architectural Review Committee discussed eliminating this method of authorization via email and supports this change. General Manager Nicole Marks also supports dropping this document.

Security-Camera-ARC-Guideline-Agreement-1.pdf



NEPENTHE ASSOCIATION
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nepenthe@fsresidential.com

December 7, 2021

Re: Emergency Approval: Installation of Security Cameras at 2266 Swarthmore

The CC&Rs, Section 3.10, require that you seek approval of the installation of security devices from both the Architectural Review Committee and the HOA Board of Directors. Due to the immediate need and circumstances of this request, **you are requested to review and formally commit to meeting the criteria for security cameras as defined in Section 24 of the Architectural Review Committee Guidelines last approved on Feb 3, 2021, provided for your convenience below.**

24. Security Cameras

Installing exterior security system and cameras is considered an architectural alteration to a home's exterior and therefore requires prior approval of the Architectural Review Committee and Board of Directors. The installation will only be approved after neighbors' rights to privacy and "quiet use and enjoyment" of their property has been considered and neighbors have acknowledged the proposed installation.

In instances where a neighbor objects to the proposed installation, the Board of Directors may ask for advice from the association attorney who will review the application and the basis for the objection before rendering a decision on the application. Any expenses incurred by the association will be the responsibility of the applicant.

Applications

Applications to install an exterior security system and cameras must include the following:

- *a plot plan showing the locations of cameras in relation to the residence, neighboring structures and common areas;*
- *specifications on the size, camera shape and camera angles;*
- *a diagram showing the field of view for each of the cameras;*
- *pictures of the exterior locations where cameras will be mounted.*

The Architectural Review Committee may require a new application and neighbor acknowledgement if there are any changes made to the initial application. Such changes include, but are not limited to, altering the location, equipment or field of view of the camera(s).

Security Systems

*Security systems may be wireless or hard wired. If hard wired, wiring shall be run within the wall of the residence. A small penetration, properly caulked to prevent moisture intrusion, in siding is permissible to accommodate hardwired systems. *See 5. Burglar Alarms*



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Camera Types

There are a variety of cameras available. Typical types are Dome, Turret and Bullet cameras. Only infrared (IR) motion detecting cameras are permissible for night viewing. Cameras requiring bright light illumination for night viewing will not be approved.



Dome Camera



Turret Camera



Bullet Camera

The camera type utilized will be dependent on the location of the installation. The camera's exterior housing shall be painted to match the color of the exterior surface on which the camera is mounted. Residents are encouraged to utilize a licensed security system vendor to assist in selecting the proper camera for the proposed location.

Placement of camera(s)

Home security cameras need to be mounted in the least intrusive or visible locations, and may be focused only on the resident's property. The height of cameras shall be no more than 6 inches above or 6 inches below the plate line (flashing line between vertical siding panels) and no higher than 102" above ground level at highest point. Cameras may never be directed at windows of adjacent residences, neighboring property (for example, patio areas) or common areas, with the exception that security cameras may be placed on garage exteriors with the camera angle limited to the front edge of the garage reaching to the owner's mailbox in common area.

Security System Signage

Security system signs affixed to fences, gates, residences and mailbox posts are not permissible. Small decals or signs indicating that the home is protected by an alarm system, size not to exceed 3"x 8", may be placed on a lower corner of the first-floor windows or another location approved by the Association.

If the resident has questions about the proper location of security cameras, the Management Office should be contacted for guidance before the cameras are installed. (916-929-8380; Mon - Fri: 9am-6pm. Sat: 9am to 1pm)



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IT IS THE HOMEOWNER'S RESPONSIBILITY TO ENSURE THAT THE INSTALLATION IS COMPLETED IN COMPLIANCE WITH THE ABOVE CRITERIA.

I have read the above ARC Guidelines and agree to provide them to the installation contractor and ensure that all criteria are met

Print name

Date

Resident's Signature

Resident's Address

Acceptance acknowledged:

Bettsi Ledesma
General Manager

Date

Outreach Committee Minutes - 02.14.24.pdf

Nepenthe Outreach Committee Meeting Minutes
February 14, 2024
4:00PM
Nepenthe Clubhouse

Present:

Marcy Best, Chair
Nancy Arndorfer
Jan Beale
Pat Furakawa
Marie Louise Nelson-Graves
Bill White
Gerry Gelfand
Theresa McCrackin
Bonnie Jacobson
Hallie Henle
Ann Bennett
Tonae Hasik
Joan Barrett, Secretary

Not Present:

Carol Duke
Cheryl Nelson

Guest:

Jordy Best (his 3rd birthday)

The new **General Manager, Nicole Marks**, introduced herself to the members of the committee and pledged assistance for the committee's goals.

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

Joan noted that January's minutes were incorrect in that **Ann Bennett** did not volunteer to be the chair of the Halloween event.

Old Business

Event Update

Bunco

Gerry, Hallie co-chair with Theresa assisting on February 29th.

Rock Painting

Bonnie said that there are 11 people signed up for the March 2nd event. Jan, Marcy and Bill W will help with set up.

Easter Egg Hunt

Tonae and Pat will co-chair the event on March 30th, with assistance from Marie-Louise, Bonnie and Jan.

Jazz at the Pool

There are musicians scheduled for the June and September performances per **Marcy**, chair.

Homeowners Forum

Nancy will chair, Carol and Theresa will assist

4th of July

Hallie and Theresa will co-chair

Craft Fair

Bill W will chair the event in October, exact date TBD.

Holiday Party

December 14th target date. **Marcy and Gerry** will co-chair.

NYE

Joan will chair December 31st.

Treasury Report

Marcy reported that there is \$825.00 in the bank and \$200.00 left on the Costco card. There are reimbursements due to several people under GL1800 in the budget report board packet. She said that Cheryl would like the yearly contribution of \$1,000.00 for the playground maintenance be paid all at once instead of smaller amounts through the year. Marcy will be working to arrange how to do this.

Kitchen update

Jan, Theresa and Karen Lowrey reorganized the kitchen over 2 days resulting in a more efficient space.

New Residents

Hallie announced that there were no new residents in this period.

New Business

Board Election- Outreach members set up and provide light refreshments
Pat will find people who wish to ask questions and provide the microphone.

Theresa will be the timekeeper for candidate statements once again.

Tonae, Campus Commons Liaison

The Womens Club is meeting tomorrow at Campus Commons determining the future of their events and activities. Marcy is invited to attend the meetings as a liaison for Nepenthe on the second Tuesday of the month. Tonae is working on getting an art show onto the calendar utilizing talent from both sides of Campus Commons.

Gerry announced that she is looking for people to bring their hobbies and interests to coffee on Saturday mornings for Show & Tell. Ann said that she would bring some of her paintings.

Bonnie presented an idea for an icebreaker using rock, paper, scissors and Mardi Gras beads.

The meeting was adjourned at 4:50PM.

Respectfully submitted ,

Joan Barrett, Secretary

Information to the Board

There is no information to the Board at this time.

Request for Board Action

There is no request for Board action at this time.

Next Outreach Committee Meeting will be Wednesday, March 13th at 4:00PM- Nepenthe Clubhouse

ILS Committee Minutes - 01.09.24.pdf

ILS Committee Meeting

Date: January 9, 2024

Time: 5:30 p.m.

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

1. Minutes from December 12, 2023 approved.
2. AED machine: Ricardo Pineda presents his written report, attached as Exhibit 1. Machine works on “shockable” heart attacks, which represent the bulk of such events. The machine has a higher success rate than CPR. The committee recommends that given the age of our population, it would be advisable to have an AED on hand in an accessible area. First Services will need to agree to check the battery. Committee will prepare a written report and recommendation for the Board’s review. Committee requests the matter go on the agenda.
3. Jerry replacement: Committee would like to recruit someone knowledgeable in insurance to replace Jerry. Committee requests that First Services includes this opening in the news letter.
4. Flood insurance forum: Committee desires to hold it in two different sessions. Discuss the first one being held at the end of March for the purpose of discussing the levy only. Ricardo will attempt to identify speakers and recommended date. The second session (May) will cover insurance coverage, options, claims process, risks and benefits of having or not having insurance.

6:25 p.m end of meeting. Next meeting is scheduled for February 13, 2024.

02.13.24 ILS Minutes.pdf

ILS Committee Meeting

Date: February 13, 2024

Time: 5:30 p.m.

Attendees: Nancy Arndorfer, Chair-person Ricardo Pineda, Member
Leslie Arnal, Member Jackie Grabbitus, Board Liaison
Pam Dimaggio, Member Cathy Matthews, Guest

1. Minutes from January 9, 2024 approved.
2. *AED machine report: To be on the Board's agenda for the March meeting.*
3. Flood Insurance Forum:
 - *ILS committee requests that the Board approve the holding of a flood insurance forum, organized by the ILS committee.*
 - The ILS committee desires to hold it in two different sessions. The first one will be for the purpose of discussing the levy only. Ricardo will attempt to identify speakers and recommend a May 2024 date. The second session (tentatively June or July) will cover insurance coverage, options, claims process, risks and benefits of having or not having insurance.
 - *The ILS committee requests that the HOA's attorney be present for the second session and be prepared to discuss the CCRs and how those apply to this topic.*
 - FEMA is contemplating adding replacement cost as an option to the flood insurance program. Ricardo will provide updates on this.
4. Insurance generally:
 - Rick Russo has moved to a new agency. First Services will request bids for insurance generally.
 - The committee approved the idea of identifying someone with insurance experience who, absent a willingness to join the committee, would be willing to advise the committee on an ad hoc basis.
6. Update on Dunbarton Pool:
 - Jackie reports that First Services is requesting a proposal from 3d Technologies for door security and a proposal from Securitas to obtain better camera monitoring.
 - *The ILS committee had previously recommended that First Services obtain a proposal from the current fencing company about better securing all pool gates by adding mesh to the side and up above the gate (so that people cannot grab the top of the gate.) In addition, the ILS recommended the fencing company evaluate how to otherwise harden access to the Dunbarton pool. Jackie will follow up.*
7. Pam is interested in exploring fencing along certain perimeters of Nepenthe (Howe Avenue? Levy area?). She is to collect information from the other HOA about their fence.

6:25 p.m end of meeting. Next meeting is scheduled for March 12, 2024.

ILS Committee - HOA AED recommendation.docx

Date: January 20, 2024
To: Nepenthe Board
From: ILS Committee
Re: Proposal for AED purchase

The ILS Committee recommends Nepenthe purchase an AED machine, conduct AED/CPR training periodically, and implement an AED maintenance procedure.

A few preliminary facts:

1. Automated External Defibrillators is a medical device used in case of sudden cardiac arrest when the heart has lost its normal beating rhythm due to ventricular fibrillation. They are made to be highly portable and designed for use in quick response to a sudden cardiac arrest emergency. Built-in computers assess the patient's heart rhythm, judge whether defibrillation is needed, and then administer the shock. Audible and/or visual prompts guide the user through the process.
2. Not all sudden cardiac arrests are “shockable”, but most are; sources indicate that 79% of sudden cardiac arrest are shockable.
3. From the American Heart Association: “Despite recent advances, the average survival after out-of-hospital cardiac arrest (OHCA) remains <10%. Early defibrillation by an automated external defibrillator is the most important intervention for patients with OHCA, showing survival proportions >50%. Accordingly, placement of automated external

defibrillators in the community as part of a public access defibrillation program (PAD) is recommended by international guidelines.”

4. Based on our research, for the optimal survival rate, you may need to administer CPR until someone can retrieve the AED, deploys the AED, and then follow its instructions. As a result, training covers both CPR and AED use.
5. The Automated External Defibrillators run between \$1400 and \$2300 dollars. We recommend one from Defibtech Lifeline View for \$1,710, which in turn was recommended from a Walnut Creek firm called “CPR Education.” This is a mid-level AED machine.
6. Along with purchasing the AED, you need to purchase a storage cabinet that will be attached to a wall and also a sign for the cabinet. A cabinet cost about \$150 and a sign about \$15. We recommend the cabinet be placed in the hall near the bathrooms, so that it is accessible from the gym and the main club house, and that signs be posted throughout the club house to indicate where the machine is.
7. The cabinet should also contain heavy scissors to cut clothing.
8. Training- AED Brand (Georgia) quoted ILS a training cost of \$750 for as many people could fit in our Clubhouse large room. This is CPR-AED Training and the CPR certificate is good for 2 years. CPR Education (Walnut Creek) quoted ILS a training cost of \$35 a person. The instructors would come to the Clubhouse for the 2 or 3-hour class and bring demonstration AED machines and dummies for CPR

practice.

9. The AED requires minimal record keeping but you still need to keep written or electronic records of battery testing and age of the “pads.” Testing of the Battery is once a month. AED Brand quoted \$99 a year for their software for keeping records, but ILS believes a simple piece of paper in the box would suffice. The board should ensure that First Services incorporates the testing as part of its responsibilities. This should be in writing. The AED Unit is self-contained and the battery is not rechargeable. The battery should last about 4 years. After 4 years you replace the battery or the entire unit.

ILS recommends, based on the age of our population:

- The HOA purchase AED from Defibtech Lifeline View from Walnut Creek based “CPR Education” for approximately \$1,710.
- The HOA purchase a storage box, storage cabinet, signs, and scissors.
- First Services agree in writing to undertake the minimal battery and pad testing and update the maintenance sheet.
- The HOA pay for, and the ILS committee coordinate, AED/CPR training for the year 2024 and periodically thereafter.

Grounds Committee Minutes, 02-15-24.pdf

Grounds Committee Meeting Minutes

February 15, 2024 @ 3:00 PM

Nepenthe Clubhouse

Members Present

Linda Cook, Chair & Zone 1 Steward
Theresa McCrackin, Zone 1
Diane Durawa, Zone 2
Jim Shaw, Zone 2
Joleen Hecht, Zone 3

Kathryn Schmid, Zone 4
Pam Livingston, Zone 4
Don Ellwanger, Zone 5
Jan Beale, Zone 7

Members Absent

Liza Tafoya, Zone 3
Jean Dascher, Zone 5
Joan Trotta, Zone 6
Kathy Waugh, Zone 6

Also Present

Christina George, Board Liaison

Homeowners Present

Julie Lane, Karen Lowrey, Dan Durawa, Paula Connors, Markus Dascher

AGENDA ITEMS

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

Minutes of Committee Meeting, January 18, 2024

A motion to approve the minutes of the January 18, 2024 meeting was made by **Kathryn** and seconded by **Diane**. Minutes were unanimously approved.

Liaison Report

With the aid of a PowerPoint presentation, **Christina** projected views of many of the remediation projects that have been completed in recent weeks.

Christina emphasized the value of reading the Grounds Committee minutes. That's where homeowners can get a clear and concise summary of discussions that take place and decisions that are made about a community topic that takes 30% of Management's time. "Grounds" does not simply mean landscaping. It includes trees, irrigation and the laws and regulations that govern them.

Review Organization Chart

Kathryn felt that reviewing and discussing the Organization Chart would be useful in understanding the workings of the committee and its relations to other entities, i.e. the liaison and management. The committee agreed to revisit the Organization Chart at the March meeting.

Carson Update

- Pre-Emergent in the planter beds will be scheduled the last week of February.
- Turf Pre-Emergent with barricade was completed on Monday, February 12.
- Weed control has been completed in the hardscape and planter areas of Zones 1-4. Carson is currently working in Zone 5. Next week, Carson will complete Zones 6 and 7.
- Irrigation evaluation/repairs were completed for Zones 1-3. Zone 5 will be completed by end of day on Friday. Irrigation evaluation/repairs will be completed next week for Zones 4, 6, and 7.
- Carson is still working on picking up all the debris from the storm last week; will finish that shortly.

Zone Walks

Linda asked the committee to discuss ways in which zone walks might be improved. She asked members to submit ideas either by email or in person at the next meeting. Don mentioned that zone stewards could check their zones as frequently as needed and submit their reports to the Chair. It was agreed to revisit this item at the March meeting.

Nepenthe Website Information

Theresa found six documents on the Nepenthe website that helped her understand the guiding principles of the Grounds Committee. Here's how to find them:

Google: **nepenthehoa.com**

Click: "Governance" at the top of the page

Scroll down to: "Grounds Committee." Click on it.

Scroll down to: "Important Documents:"

Under "Important Documents" you'll find six useful items.

Adjourned at 4:30 pm

Next meeting: March 21, 2024

Minutes FC 2.26.24.docx

Minutes – Finance Committee Meeting

February 26, 2024, 4:30 pm

Present at last meeting: Will Vizzard (m), Tara Foust (m), Don Landsittel (m), Nina White (m), Susan Timmer (m), Nicole Marks (Manager), Bill Henle (Board liaison) Observers: Courtenay Delfin, Carol Duke, Karen Lowrey, Cheryl Nelson

- 1) Approval of January minutes – Approved via email. Link to Zoom recording of meeting: <https://nepenthehoa.com/finance-committee/>
- 2) Homeowner questions/comments
- 3) Updates from Management/ Board
 - i. Meeting with Bob Browning:
 - i. Thoughts about how to improve on the process
 - Reserve expenditure projections were inaccurate- staffing problems at Nepenthe resolved, starting the reserve study at the appropriate time
 - ii. Site visit plan
 - Timing- Site visits will begin the end of March, beginning of April.
 - Expectations- Nicole will serve as the point person for information exchange with Browning.
 - Review process- The Board will review the drafts and involve the FC as they deem useful.
 - Draft turnarounds- The first draft should be available in late May, early June.
 - Final deliverable- We should receive the final deliverable sometime in August
 - iii. Reserve study: questions, issues for next year (running list for Browning)
 - What are alternatives to mitigate the impacts of increased product, material and labor costs
 - Implications of extending projects to reduce expenditures during fiscal periods
 - i. Siding- Browning will use the cost estimates that Paul Reeves and the contractor worked up for Phase 2, as they went into more detail than he usually does for a site visits.
 - What is the impact on the reserve study of using a product with a higher anticipated useful life than T1-11? This is still unknown.
 - Extending siding cycle from 6year to 12 years- Current siding cycle is set at 12 years, with expectations that there will be some minor yearly siding expenses.
 - ii. Painting-
 - Make sure that paint cycle syncs with the siding cycle- Current paint cycle is set at 6 years so that every other cycle will coincide with a siding cycle.
 - Determine whether there is value in Including a mid-cycle touch up- Current reserve study includes a mid-cycle touch up.

- What is lifespan of the current painting product
- iii. Tennis courts-
 - Resealing costs- Browning will confer with the tennis court specialist.
 - Elmhurst courts- Maintenance will be deferred until the Board decides what to do with that space. It needs a total overhaul, even if not used for tennis in the future.
 - iv. Landscape-
 - Turf irrigation changes per AB1572- There is still not enough information to budget changes driven by this law.
- ii. Siding and painting- Browning estimated the total number of sheets in Nepenthe homes at 33,000. Ms. White will continue to collect information on numbers of sheets per unit. She will develop the spreadsheet to include the numbers of sheets replaced per unit, including unit addresses and zones. Current estimates project that we will replace 1/3 of sheets during the current siding replacement efforts.
 - iii. Landscape- No updates
 - iv. Water billing- Per Ms. Marks, our consultants, Wood Rodgers, have reached out to the City asking for data on water usage.
- 4) Old business:
 - a. Reserve study funding goals- Threshold goals and percent funded were discussed
 - b. Budget forum- The forum will likely take place in August. No firm date has been set.
 - 5) New business:
 - a. January financials- Per Ms. Marks, we were unable to make our reserve contribution in January because of cash flow problems. She is working with GL to schedule extra contributions to make up this amount to get us back on track.
 - b. January reserves- Ms. Marks is review 2023 expenditures to make sure expenses were allocated correctly to the operations vs. reserve budgets. She will have the reserve tracker revised shortly and will send out.
 - 6) Meeting adjourned- 5:47 p.m.
 - 7) Next meeting- March 25, 2024

Election and Nominating Committee Minutes - 01.30..docx

Joint Meeting of the Nepenthe Election & Nominating Committees

Minutes, January 30, 2024

Present:

Election Committee: Yvonne DelBiaggio, Joleen Hecht & Diana Vizzard

Nominating Committee: Markus Dascher, Marcy Best & Karen Lowrey

Nepenthe Assistant Community Manager: Nirmal Dhesi

New Business:

- Reviewed SB 323 (2020) changes to the Davis-Stirling Act as they apply to Nepenthe's protocol for the 2024 election.
- Reviewed the Nepenthe Election Timeline for 2024.
- Reviewed, edited and finalized the procedures and documents to be shared with candidates for the Nepenthe Board of Directors in 2024:
 - Steps: From Becoming a Board Candidate to the Board Election
 - Initial Application for Board Candidacy
 - Welcome Packet cover letter
 - Candidate Questionnaire
 - Criteria for Candidate Statements
 - Frequently Asked Questions & Resources
- Clarified 'who does what and when' in the nominating/election process: Nominating Committee members will contact any owners who have been recommended, as well as any who express interest in becoming a candidate. When an owner submits the Initial Application and has been contacted by a Nominating Committee member, the Management team will send them a Welcome Packet as listed above.
- Updated list of owners' names that have been recommended to the Nominating Committee and discussed ways to publicize the opportunity for candidates.

Slate of candidates, 2024.docx

March 1, 2024

To the Nepenthe Board of Directors:

The Nominating Committee of the Nepenthe Homeowners' Association reports the following two candidates for the 2024 election to the Board of Directors:

- **Jackie Grebitus, Incumbent**
- **Cheryl Nelson, Incumbent**

These candidates each confirmed their willingness and ability to devote the time necessary to serve on the Board, their relevant experience in Nepenthe and elsewhere, and their willingness to be available to the Management Team and the Nepenthe owners.

The deadline for all candidates to submit their Initial Application, Candidate Statement and completed Candidate Questionnaire to the office if they want their name included on the ballot, is 5:00 p.m. on Friday, March 29. The Nominating Committee will report the names of any additional candidates to the Board prior to the April 5 Board meeting.

The Nepenthe Nominating Committee

Markus Dascher, Chairperson

Marcy Best

Karen Lowrey

1. Bill White.docx

Nepenthe Board

January 3, 2024

Needless to say, I was surprised by the information in the response to my last letter to the Board regarding the tree request. I wish that Marcus had made it clear at the Board meeting attended by the Vanderbilt owners that the Board was not involved in the decision by Carson to make the change the owners wanted.

If only I had known that all that was necessary to secure a larger tree was to talk to the Carson owner all my efforts would have been unnecessary. Not knowing that you could go directly to Carson, I secured the support of the owners on the alley. I attended several Board meetings, 2 grounds committee meetings where I obtained the support of both chairpersons, one even making an impassioned plea for approval at a Board meeting. Of course, all to no avail, we still have the stick of a tree. I think it is sad the disrespect the owners and the ground chairs received. But you win I will stop beating a dead horse or in this case a dead tree.

Bill White 718 Elmhurst Cir.

2. Ricardo Pineda.docx

To- Nepenthe HOA Board and Office
From-
Ricardo Pineda
1013 Dunbarton Circle

At the Wednesday Board meeting a question was asked regarding the number of groundwater wells that would be needed to cover landscape water needs.

A board member responded that it would require 9 wells for our landscape non potable water needs

I would like to know the technical basis for that statement of 9 wells

I have over 43 years of engineering experience with a background in water management

Thank you
Ricardo
1013 Dunbarton Circle

3. John Apostolo.pdf

Nepenthe Association

Please distribute this communication to the Board, Committee and Management listed below.

To: Nepenthe Board of Directors
Nepenthe Landscape Committee
Nepenthe Association Manager

- I reviewed the recent landscape renovation completed at my property located at 505 Elmhurst.
- I also walked the recently re-landscaped yards of Markus Dasher and Alan Waters and noticed the disparity of both plant size, variety and number between their properties and mine. It would appear the average cost per landscape renovation has not been equitably distributed, and I am very disappointed at the outcome at 505 Elmhurst is so sparse, and I am asking Board and Landscape Committee leadership to review the disparity that is occurring throughout our Nepenthe community, and respond publically.
- I have been engaged and involved, both verbal and written correspondence, regarding issues facing our neighborhood over the last twelve months, taking positions questioning Association leadership positions and decisions.
- I am asking association leadership to explain how the sparse landscaping renovation is not a form of discrimination or retribution against my speaking out against Board positions.
- Photos are attached documenting this issue.

Looking forward to a speedy response as to how this matter will be equitably resolved and remediated.

Regards,

John Apostolo















4. Peter Pelkofer.docx

February 24, 2024

To Board of Directors and Officers of the Nepenthe Homeowners Association

Dear Directors and Officers,

Please note I am addressing you in your dual capacity as both Directors and Officers of the Association. A duality, the significance of which you clearly ignore in practice. When we, the membership, elect you as directors we do not elect you as President, Vice President, Secretary and Treasurer. Those are positions you appoint yourselves to as the Board of Directors. The duties and obligations of those positions as Officers are set out in the Bylaws. They provide the authority to carry out your duties as Officers of the Association.

I am increasingly concerned by what I consider the failure to communicate with the membership. As Members, we are obligated to follow the Association rules, but we also have the right to be treated with respect and our opinions discussed and considered prior to making your decisions. Any number of incidents during Board meetings have demonstrated a lack of interest or respect for member's opinions.

You announce at each Board meeting that the Board purpose is to set policy, but what you discuss is Association business. Have you ever considered whether the meeting are Board meetings or Association meetings? You also maintain that you cannot respond to questions of members on advice of counsel. That maybe a Board prerogative, but after extensive research I can find no legal basis that supports or rejects that concept. Maybe Mr. Epstein can be persuaded to provide us all that answer.

I guess because I have become an advocate for members who feel the Board/Association has not treated them fairly, I get a lot of questions that you have failed to address. I obviously have no ability or desire to respond. But it does point out to me what I consider a major obligation of an Officer of this Association. You need to provide more time at meetings to listen and actually respond at that time, even if it is only that you will have to find the answer. Written responses a month later in a Board packet satisfies no one. You don't have to respond as a Board member, respond as an Officer. Hold meetings

concerning specific major issues of concern as Officers and not as constrained Board Members. Don't keep suggesting people take their concerns to the Committees. Most questions and concerns are beyond their authority and many committees don't provide a forum for participation.

As you are aware, I signed the petition to recall Christina George. There is nothing personal in my action. It is my belief that she violated the Bylaws by using her position as a Director to perform the duties of an Officer, which she is not.

She had no authority and took singular action as a Board member which violates the Board rules that require any action be by the whole Board. She clearly has a personal agenda with regard to the landscaping in Nepenthe and her individual direction of our landscaping contractor is a further violation of that rule and her obligation as a Director to adhere to prudent business practices. The Board failure to deal with the recall petition is costing us all money and is likely to result in legal action and more costs as well as possible additional recall actions.

I would further point out that "executive sessions", which may be a convenient method to get things done, are not an appropriate venue for making major decisions, such as the determination to maintain flood insurance, which was done by a previous Board. The law is very clear about what may be done in closed session. Simply approving a contract, when there is no reason for the privacy afforded by a closed session is a violation of the law. It is obviously a monthly occurrence recorded in the Board packet.

There are numerous additional concerns I hear. You have volunteered to serve the needs of the membership. You pledged that. I am sure it is a much bigger job than you imagined. But the failure to listen and provide meaningful responses does not serve you or the members. You obviously can't solve all the member concerns and problems. But at least you can make it clear you are listening and trying.

I will be interested to see if you include this letter in the Board packet for the membership to read.

Peter Pelkofer,
Nepenthe Homeowner
Member for 45 years

5. John Bloomer.pdf

John F. Bloomer
812 Dunbarton Circle
Sacramento, CA 95825

2/27/24

To: Nepenthe Board of Directors

From: John Bloomer
812 Dunbarton Circle

Subject: Lawn Remediation

Dear Board of Directors:

I am following up on a letter I sent to you on 9/6/23 asking that you approve a Service Request I had originally had submitted on 9/19/22. Since then, I have attended about four Grounds Committee meetings and have submitted one or two sketches of what I thought would be a solution to the unsightly landscape in front of our home.

On 8/11/23 I received a note from Nirmal Dhesi stating that the Grounds Committee had completed their review of the Request and that "the ranked recommendations will be forwarded to the Board". At the 1/18/24 meeting the Committee asked that I provide a written list of things that needed to be done in order to complete the work. That list is enclosed.

There has got to be a better way to move this through whatever process you use to evaluate Service Requests. It has now been 17 months since I initiated this request and it would be nice to get some feedback, or better still, to start the work on the project.

Respectfully,



John Bloomer

February 27, 2024

812 Dunbarton Circle

Landscape Remediation Plan

- **Left of front sidewalk:** Move existing Hydrangea now over shadowed by Japan-Aralia forward to get more sunlight. To allow for the hydrangea, move existing plants to left as necessary. Move one dwarf azalea to right of walk. Remove and discard all other existing dwarf azaleas. Replace with narrow stone border and/or mulch.
- **Right of front sidewalk:** Extend existing flower bed towards curb to accommodate planting of the azalea moved from left of walk. Extend flower bed to meet a newly installed decorative stone border along curb. Stone border to extend from front sidewalk to driveway and up driveway to garage.
- **Main area right of sidewalk.** Remove all turf above stone border. Cover with mulch. Plant bushes as needed. Remove old and overgrown Japanese Privets from in front of fence and replace with small, attractive bushes and plants. Cover bare spots around existing trees with mulch and refresh existing mulch as necessary. Leave existing row of Ivy in place.
- **Left of driveway:** Extend new stone border from curb to garage.

6. Nina White.docx

From: Nina White <ninawhite13@gmail.com>
Sent: Wednesday, February 28, 2024 12:24 PM
To: CA - Nepenthe HOA <Nepenthe.HOA@fsresidential.com>
Subject: Request for information from the Board

You don't often get email from ninawhite13@gmail.com. [Learn why this is important](#)

Hello All,

I am requesting to know why we paid for the following invoices before the work was completed.

Carson invoice #419159 **\$200,560.00**
Grove invoice # 419154 **\$328,885.00**
Total of \$529,445.

Thank you for your assistance,

Nina White

I am requesting for this letter to be published in the Board Packer for the March Board meeting. on March 6.

FINAL March 2024 HO Meeting Response .docx

RESPONSES TO FEBRUARY 2024 OPEN MEETING COMMENTS and CORRESPONDENCE

Please note these responses will always be attached to packets for Open Board meetings following the meeting where the comment was made and will also be published with the monthly newsletter. As time, quantity of homeowner comments, and level of research necessary to prepare full and accurate responses permits, these responses may also be emailed mid-month after the meeting date mentioned in the heading.

HOMEOWNER FORUM

1. Don Landslittel, Homeowner and member Finance Committee: At a previous meeting he had asked the Board how much money it would take to get back to 60% funded in our Reserve account. He has 2 points to make on this topic:

1. Suggests we extend the siding project by 30-50% a year
2. Suggests only removing shrubbery for siding and not remediating until the Reserve is back funded at 60% - just remediate trees

At the Finance Committee meeting a questioner asked for Bob Browning's recommendations on siding. There has been no written report on siding. Would like a written report with all the details, if only to have it on file. As to potable water, is there non-potable water available? [Ricardo Pineda, homeowner, replied that it is, via wells.] Regarding Reserve funding, a FirstService article, 'Beyond Basics', which encourages maximizing Reserve funds and says 30% funded is low and 70% is high. Neperthe is falling into 24% funded, and that is what is behind my question to get back to 60%.

Subjects: Reserve Funding, Siding Project, Remediation of Shrubs

Board Response: With respect to Reserve Funding the Association has set a minimum funding threshold of \$5,000,000 for Reserve management. The suggestions regarding and implications of extending the siding project and limiting landscaping will be raised with Browning Reserve Group as it begins the 2024 Reserve Study. For further comments please see response 8 (Will Vizzard) below for clarification on the Browning role in the siding selection. The Board made the choice and decision not Bob Browning or his company. Please see the Board's detailed response on percentage funding in its reply to you under comment number 7 below.

2. Bill White, Homeowner: Dunbarton pool is not usable due to the homeless access that has caused damage and extra \$12,000 to clean. We need to replace the fence to keep people out. Suggest a wrought iron fence with spikes. [President Dascher discussed the status of the doors and gates at the Cabana – they are a mix of manual and electronic-access doors and gates. The doors facing the pool are not secure currently. Contractors have been contacted for proposals to remedy the issue.]

Subjects: Security, Facility Fencing

Board Response: The Board is researching multiple options for increasing security at Dunbarton Cabana including new fencing, improved surveillance, and heightened patrols to better control unauthorized access to this area. Door security is also a priority and being addressed. As alternatives and costs become available, the Board will be making decisions with the goal of reducing costs for repairs and cleaning while making the pool area available to residents.

3. Carol Duke, Homeowner: Bill Henle mentioned changes are needed on the end-of-year financial information. The Devil is in the details. The financials have errors over the last 2 years which means the current year is either way over or way under. It was reported that 2 trees were down due to the recent storm. She counted 3. [Director George advised that the Elmhurst debris was a large limb, not a tree and it was removed by her and Paul DuBois of Grove Tree Service.]

Subjects: Reserves Accuracy, Storm Damage

Board Response: Mr. Henle's comments pertained to the forecast 2023 Ending Balance as shown in the 2023 Reserve Study due to an understatement of projected Expenditures the result of which was an overstatement of the forecast 2023 Ending Balance as shown in the 2023 Reserve Study.

With regard to prior year errors, The Board would appreciate receiving details on past discrepancies that are affecting current financial data. Please submit the information to the Management and Board so that the community has your information details, and the Board can investigate to resolve any existing problems.

4. Alan Watters, Homeowner, Chair of Architectural Review Committee: His house was damaged by the storm 13 months ago. While he has been able to move back in, some items are still not complete or were done improperly and he is not getting a response from the contractor. He has appreciated the HOA assistance but like the office to contact Dry Creek and follow-up on the incomplete work.

Subjects: Storm Damage

Board Response: It is our understanding the office did speak to the contractor who then contacted you. We also understand that the issues related to their work have been resolved.

5. Ricardo Pineda, Homeowner: An observation about air conditioning systems: if you're told to replace the condenser on your heat pump your unit (if old) will go out in a few years. He has white cameras and will attend the ARC meeting to discuss painting them. Notes the painting company has gone out of business. [Dunn Edwards paint matches Kelly Moore] We need continuous flood insurance, if there's a break in

coverage, we will lose it.

Subjects: Flood Insurance, Paint, Cameras

Board Response: Thank you for your information. The Architectural Review Committee can respond to your questions about camera requirements.

6. Susan Timmer, Homeowner and Chair of Finance Committee (from zoom chat): We use a threshold funding model for our reserve funds. With this model we ensure that in years with the greatest expenses, we still have a cushion of \$5mil dollars in our reserve account. Our reserve fund expert, Bob Browning told us that “percent funded” is not a reliable metric or one that we pay attention to in developing our reserve study.

Subjects: Reserve Funding

Board Response: Thank you for providing information provided by a professional in the field of finance and Reserve funding.

7. Don Landslittel, Homeowner and member of Finance Committee: The FirstService article has metrics he would like the Board to consider. Budget approval does not mean all the money must be spent. When a manager is told to cut 10%, they make changes to reduce.

Subjects: Budget

Board Response: The Board thanks Mr. Landslittel for his comment and agrees “Budget approval does not mean all the money must be spent.” That said, the Reserve Study is not a budget, rather it is a projection, a forecast, of future expenditures over time. The Reserve Study is a tool to predict future expenses so funds are available for the needs as they occur. The Board is charged with protecting, preserving, and maintaining the association and its amenities; the Board allocates funds and approves expenditures to meet those responsibilities.

Percentage Funded is a figure which amounts to a snapshot of a fixed period which does not reflect the soundness of the entity financing nor its ability to meet its obligations. To maintain a fixed percentage funded figure, assessments would have to increase significantly, or the Board would fail to meet its obligations. Deferred maintenance has a greater significance to homeowners and home buyers.

8. Will Vizzard, Homeowner, past Board Member and member Finance Committee (via Zoom): Wishes to comment on two things:

1. Stretching the siding project out will not have an impact other than on cash flow. It would simply stretch the expense to the following year; it does not reduce the cost.

2. The Browning study is based upon costs, not products. The Board studied the siding and approved the materials. Browning's involvement was to inquire about the siding to learn about it and determine future cost savings.

Subjects: Siding Project, Browning Study

Board Response: The project manager continues to provide information on the progress of the project as well as timelines for completing sections and zones.

9. Carol Duke, Homeowner: (addressed to Will Vizzard) Again, the Devil is in the details. Spreading out the siding will have no difference in 30 years, but it will be a big difference in 3 years. We could smooth out easily.

Subjects: Siding Project

Board Response: The total cost to the association for any project remains the same despite the period over which the project is conducted. In fact, if prices rise, spreading out the work could end up costing more in the long run. Spreading the cost over more years simply gives a different total for the yearly expenditures, not the bottom-line state of the financial health of the association.

10. Nina White, Homeowner: As a clarifying comment, Browning says the percentage funded is not an issue, but it does matter to potential home buyers. It matters if you are selling or buying.

Subjects: Reserve Funding

Board Response: Thank you for your comments.

11. Ashley Tangeraas, Homeowner, past Board member (from Zoom chat): There is moss on the roofs. I had a leak last year due to moss. What are the Board plans? [President Dascher advised the Board is looking into roof inspection estimates. He notes removing moss can cause damage to shingles.]

Subjects: Roof Moss

Board Response: The Board is exploring the needs and options for roof inspections.

12. Hallie Henle, Homeowner: At the last meeting a non-owner wished to speak and was not permitted. There are other ways to ask questions of the Board – write a letter or email, or phone or come into the office. Addresses and numbers are in the newsletter. {Director Nelson said it is always good to ask questions and all homeowners are encouraged to do so.}

Subjects: Source of Information

Board Response: We respond to questions in many ways: the office may be able to immediately respond; our website and newsletters (archives are available on line) contain a wealth of information; appropriate Committees can quickly inform or begin a process toward resolution; letters to the Board are published and reviewed as the Board responds through either direct contact to the homeowner and/or response in this forum; and homeowner comments at Open Board Meeting are also replied to in this forum by the following Board meeting.

13. Theresa McCrackin, Homeowner: Does Nepenthe have a source of non-potable water? [Director Nelson advised that drilling a well would be necessary; we have 9 water junctions, and each could require a well.]

Subjects: Non-potable water

Board Response:

14. John Haller, Homeowner (from Zoom chat): I would like to add that we did have roof damage due to a falling limb. I punctured the roof in two places, and one penetrated through our bedroom ceiling. The front office was very responsive in getting us help to get a tarp put on the holes, unfortunately we did have some inside water damage as well... not horrible.

Subjects: Storm Damage

Board Response: We are happy that no one was injured, and that damage was minimal. Please keep the office informed if further issues appear.

HOMEOWNER CORRESPONDENCE

1. Steve & Roberta Dunn, Homeowners: Requesting the gym be open from 6AM instead of 7AM.

Subjects: Gym Access

Board Response: The gym hours are now 6:00 AM to 10:00 PM. The Dunns were advised by the office when the change was made.

2. John Bloomer, Homeowner: Requests information on the Board's plan to remediate his landscaping in accordance with his request for specific plant placements and

arrangements.

Subjects: Landscaping

Board Response: Your original request was submitted prior to August 2023 and reviewed within the Grounds Committee. Your September 2023 request superseded the prior one.

3. Julie Lane, Homeowner: Requests permission to plant two trees in the common area near her home.

Subjects: Homeowner Planting in Common Area

Board Response: Homeowners are not permitted to plant in common areas. We are treating your letter as a homeowner landscaping request and will forward it to the Grounds Committee for routine processing. The Zone Stewards will review the request and assign a priority ranking from the Grounds Committee Work Order Ranking Plan, approved in October 2022.

OpenSessionNepentheBoardofDirectors_02072024_Minut.pdf

NEPENTHE ASSOCIATION

Open Session Nepenthe Board of Directors

February 7, 2024 6:00 PM
Nepenthe Clubhouse
1131 Commons Drive
Sacramento, CA

MINUTES

Directors Present

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

Directors Absent

None

Additional Attendees

Nicole Marks, CMCA, AMS - General Manager, FirstService Residential

I. CALL TO ORDER

The meeting was called to order at 6:05PM.

II. EXECUTIVE SESSION ACKNOWLEDGEMENT/ANNOUNCEMENT

In accordance with Civil Code Section 4935(a) the Board met in Executive Session on January 3, 2024, and January 29, 2024, 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 February 7, 2024, Executive Session:

- 1) The Board approved proposal from IES to service/repair all 6 AC Units servicing the main clubhouse, Dunbarton Cabana and Elmhurst in the amount of \$21,270.
- 2) The Board approved proposal from Bailey Boys to clean all gutters and downspouts in the amount of \$55,176.
- 3) The Board approved proposal from Browning Reserve Group for a 30-year update to our reserve study in the amount of \$6,600
- 4) The Board approved proposal from Carson Landscape to install downspout drains at 5 locations and remove shrubs and stumps at specified locations in the amount of \$6,100.
- 5) The Board approved proposal from Carson Landscape to install drains at specified locations in the amount of \$21,800.
- 6) The Board approved proposal from Carson Landscape to remove shrubs and renovate in zone 4 in preparation for siding and painting project in the amount of \$65,400

Locations for the landscape work will be published in the next newsletter although dates of work cannot yet be provided. It is the intent of the Board to use weekly email messages to notify the community, as best possible, of planned work dates.

III. REPORTS

A. CONSTRUCTION MANAGER'S REPORT

The Construction Manager report from Paul Reeves was reviewed.

B. GENERAL MANAGER'S REPORT

The General Manager's report was reviewed and provided verbally by General Manager, Nicole Marks.

IV. COMMITTEE UPDATES

Architectural Committee: Alan Watters provided a verbal update. One arch application received for Windows, recommending Board to approve.

Grounds Committee: Christina George provided a verbal update. Spoke with Arborist, Paul Dubois, regarding city-owned trees in Zones 1 and 3. The storm damage was also discussed.

Outreach Committee: Marcy Best provided a verbal update. February 29th is Bunko. March 2nd is Rock Painting. In June & September is Music by the Pool. October is Craft Fair.

Finance Committee: Bill Henle provided a verbal update. Discussed meeting with Karla Chung with FirstService Financial and future meetings to be scheduled with Karla and Management.

ILS Committee: Nancy Arndorfer provided a verbal update. Minutes were received later and will be reviewed during the March Open Session Board Meeting. Looking into Flood Insurance Forum.

V. HOMEOWNER CORRESPONDENCE

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

VI. UNFINISHED BUSINESS

A. HOMEOWNER COMMENT AND CORRESPONDENCE FOLLOW UP

The Board has provided written response to all the Homeowner Correspondence received for the January 3, 2024 Open Session Board Meeting.

VII. NEW BUSINESS

A. MINUTES APPROVAL

Resolved

The Open Session Minutes dated January 3, 2024, are approved as presented.

Motion: JACQUELYN GREBITUS
Second: WILLIAM HENLE TRUSTEE

▶ **Resolved**
The motion passed unanimously

B. FINANCIALS

Resolved

The Board accepts the Association's income statement for December 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 \$(258,474.64) and year-to-date reserve funding of \$3,694,507.42 compared to the year-to-date reserve funding budget of \$2,251,452.** The actual year-to-date operating expenses were \$1,935,355.39.

The budgeted year-to-date operating expenses were \$1,848,456. The association has \$283,494.22 in operating funds, which represents 0.83 months of budgeted expenses and reserve contributions. The association has \$10,905,489.27 in reserve funds.

Motion: WILLIAM HENLE TRUSTEE
Second: MARKUS DASCHER TTEE

▶ **Resolved**
The motion passed unanimously

C. RESOLUTION TO RECORD LIEN

All Delinquency Items have been tabled to the March Board Meeting when more details and information will be provided.

D. ARCHITECTURAL COMMITTEE: RECOMMENDATIONS

Resolved

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

Address	Improvement	Recommendation
1335 Vanderbilt Way	Windows	Approval

Motion: WILLIAM HENLE TRUSTEE
Second: CHRISTINA GEORGE

▶ **Resolved**
The motion passed unanimously

E. APPOINT OF GROUNDS COMMITTEE CHAIR

Resolved

The Board of Directors appoints Linda Cook to serve as Chair of the Nepenthe Grounds Committee.

Motion: CHERYL NELSON
Second: JACQUELYN GREBITUS

▶ **Resolved**
The motion passed unanimously

F. GROUNDS COMMITTEE APPLICATION

Resolved

The Board approves the volunteer application for the Grounds Committee received from Nepenthe Homeowner, Jan Beale.

Motion: WILLIAM HENLE TRUSTEE
Second: CHERYL NELSON

▶ **Resolved**
The motion passed unanimously

VIII. HOMEOWNER FORUM

Multiple Owners addressed the Board during Homeowner Forum. Cheryl has notated all the comments/questions and will draft the responses for the March 6th Open Session Board Meeting.

IX. NEXT BOARD MEETING

The Association's next open Board meeting will be held March 6, 2024, at 6:00 pm.

X. ADJOURN

The meeting was adjourned at 7:19PM.

APPROVED

DATE

January 2024 Financials for the Membership.pdf

NEPENTHE ASSOCIATION

CASH BASIS FINANCIAL STATEMENTS

FOR THE MONTH AND ONE MONTH(S) ENDED
JANUARY 31, 2024

CONTENTS

FINANCIAL SUMMARY REPORT	
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BANK RECONCILIATIONS	

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

PREPARED BY:



FirstService
RESIDENTIAL

NEPENTHE ASSOCIATION
Financial Summary



Fiscal Year End: **December 31, 2024**

For the Month Ended: **January 31, 2024**

CASH SUMMARY

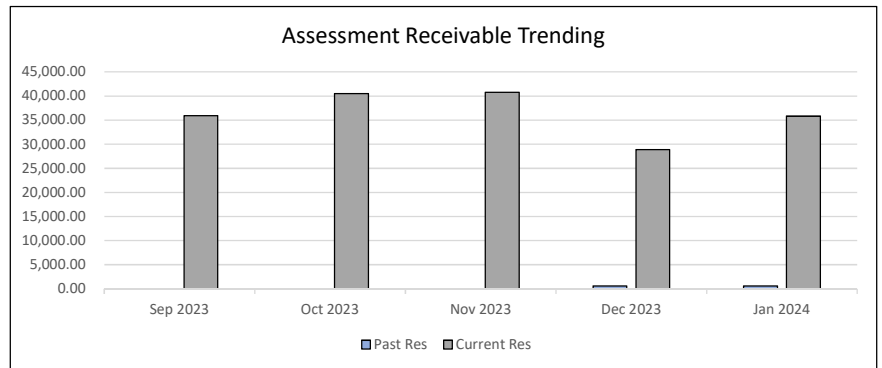
	This month	Last Month	Change in Cash	
Operating cash	112,174.12	193,608.85	Decrease in Cash	(81,434.73)
Reserve cash	10,844,058.95	10,905,489.27	Decrease in Cash	(61,430.32)
Adj Operating Cash (see note 1)	59,523.99	129,461.07	Decrease in Cash	(69,937.08)
Average budgeted expenses / month	369,749.00			
Average # of months of available cash	0.30			
Percent Funded Per 2024 Reserve Study	186.0%			

ASSESSMENT SUMMARY

Prepaid Utilities	
Monthly Assessment Budget	365,799.00
Assessment Cash Received	348,217.45

Total Assessments Receivable

0-30 days late (see note 2)	0.00
31-60 days late	15,611.05
61-90 days late	6,412.44
over 90 days late	14,379.07
Total Assessments Due	36,402.56
Other Receivable	33,269.59
Total Owners Receivable	69,672.15
Past Residents Assessments Rec.	572.00
Prepaid Assessments	52,650.13



OPERATING SUMMARY

Category	January Expenses	YTD Expenses	YTD Budget	YTD Variance	Negative YTD Variances > \$2000
Utilities	13,814	13,814	13,461	(353)	
Landscape	0	0	49,624	49,624	
Common Area	46,377	46,377	19,449	(26,928)	
Management/On-Site Admin	24,934	24,934	39,225	14,291	
Insurance	72,726	72,726	50,426	(22,300)	
Total Operating Expenses	157,851	157,851	172,185	14,334	Spending underbudget year-to-date
YTD Profit/(Loss)		210,893			

RESERVE SUMMARY

Contribution to Reserves this month:	0.00	Reserve Disbursements this month:	102,729.37
Contribution to Reserves Year-to-Date:	0.00	Reserve Disbursements Year-to-Date:	102,729.37
Interest on reserve funds Year-to-Date	41,299.05		

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's Year To Date Cash Flow

Source	Operations	Reserves
Beginning Balance 1/1/2024	193,609	10,905,489
Prior year Due to Operating/from Reserves	15,500	0
Prior year Due from Management	900	
Prior year Accounts Payable	(350,970)	
Plus		
Income	410,043	
Reserve Investment Income		41,299
Contributions to Reserves		0
Accounts Payable	58,213	
Processing Fees	430	
Less		
Operating Expenses	(199,150)	
Reserve Funding	0	
Reserve Expenses		(102,729)
Due to Operating	(15,500)	
Receivable from Management	(900)	
Ending Balance 1/31/2024	112,174	10,844,059

Budget Report

Actual Income - Year-to-date	\$ 410,042.59
Budgeted Income - Year-to-date	<u>\$ 369,749.00</u>
Produced a positive Year-to-date income variance of	\$ 40,293.59
Actual Expenses and Reserve Contribution - Year-to-date	\$ 199,149.82
Budgeted Expenses and Reserve Contribution - Year-to-date	<u>\$ 369,749.00</u>
Produced a positive Year-to-date operating expenses variance of	\$ 170,599.18
The two combined variances produced a positive Year-to-date variance of	\$ 210,892.77

Other Information

Unpaid assessments at 1/31/2024	were: \$ 36,402.56
Prepaid assessments at 1/31/2024	were: \$ 52,650.13

NEPENTHE ASSOCIATION COMPARATIVE BALANCE SHEET 01/31/2024

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

FirstService Residential CA
 15241 Laguna Canyon Road
 Irvine CA 92618

	CURRENT MONTH	PRIOR MONTH
<hr/>		

CASH AND INVESTMENTS		
OPERATING ACCOUNT FUNDS	112,174.12	193,608.85
PETTY CASH	150.00	150.00
RESERVE ACCOUNT FUNDS	10,844,058.95	10,905,489.27
	-----	-----
TOTAL CASH AND INVESTMENTS	10,956,383.07	11,099,248.12
OTHER ASSETS		
DUE TO OPERATING	(15,499.74)	(15,499.74)
DUE FROM RESERVES	15,499.74	15,499.74
UNFUNDED RESERVES	197,564.00	0.00
RECEIVABLE FROM MANAGEMENT	900.00	900.00
	-----	-----
TOTAL OTHER ASSETS	198,464.00	900.00
TOTAL ASSETS	11,154,847.07	11,100,148.12
	=====	=====
LIABILITIES		

ACCOUNTS PAYABLE	58,212.50	350,970.00
UNFUNDED RESERVES	197,564.00	0.00
PROCESSING FEES	430.00	0.00
	-----	-----
TOTAL LIABILITIES	256,206.50	350,970.00
MEMBERS EQUITY		

GENERAL RESERVE FUND BALANCE	10,828,559.21	10,889,989.53
OPERATING FUND BALANCE-BEG OF YEAR	(140,811.41)	(140,811.41)
CURRENT YEAR INCOME/(LOSS)	210,892.77	0.00
	-----	-----
TOTAL LIABILITIES & MEMBERS EQUITY	11,154,847.07	11,100,148.12
	=====	=====

NEPENTHE ASSOCIATION
RESERVE FUND BALANCES SUPPORT SCHEDULES
01/31/2024

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	524,279.79	(524,279.79)	41,299.05	0.00	0.00	41,299.05
22872 GYM/WORKOUT FACILITY	31,790.43	(16,544.17)	0.00	0.00	0.00	15,246.26
22960 PAINTING-INTERIOR RESERVES	21,475.36	(10,585.17)	0.00	0.00	0.00	10,890.19
23014 CONCRETE REPAIRED RESERVES	160,344.60	(44,908.64)	0.00	0.00	0.00	115,435.96
23120 ROOF RESERVES	6,657,012.44	(2,796,702.98)	0.00	214.00	0.00	3,860,523.46
23122 POOL/SPA RESERVES	143,567.02	5,628.52	0.00	12,835.00	0.00	162,030.54
23127 FENCING RESERVES	(139,895.10)	502,538.27	0.00	(23,442.49)	0.00	339,200.68
23133 IRRIGATION RESERVES	329,808.71	530,515.93	0.00	(8,200.00)	0.00	852,124.64
23146 SIGNS RESERVES	46,858.61	(15,277.07)	0.00	0.00	0.00	31,581.54
23178 PAVING RESERVES	712,705.89	(115,923.74)	0.00	0.00	0.00	596,782.15
23199 RESERVE STUDY RESERVES	4,815.49	3,896.66	0.00	0.00	0.00	8,712.15
23201 PRIOR YEAR FUNDING	187,620.00	(187,620.00)	0.00	0.00	0.00	0.00
L23133 OUTDOOR EQUIPMENT RSRV	(537.99)	799.19	0.00	0.00	0.00	261.20
L23135 PAINT EXTERIOR RSRV	1,098,643.63	(420,185.09)	0.00	(7,000.00)	0.00	671,458.54
L23136 STRUCTURAL REPAIRS RSRV	1,791,300.39	269,122.66	0.00	(59,442.88)	0.00	2,000,980.17
N22911 UNDERGROUND UTILITY RSRV	(70,237.81)	209,632.18	0.00	0.00	0.00	139,394.37
N23017 CLUBHOUSE RENOVATION RSRV	417,259.04	(254,995.28)	0.00	0.00	0.00	162,263.76
N23130 MISCELLANEOUS RSRV	84,222.18	(73,331.99)	0.00	0.00	0.00	10,890.19
N23274 TENNIS COURT RSRV	117,812.55	(43,759.29)	0.00	0.00	0.00	74,053.26
N23275 GROUNDS RESERVE	(725,443.29)	1,585,767.93	0.00	0.00	0.00	860,324.64
N23282 TREE REMOVAL ANNUAL MAINT RSRV	(473,273.29)	1,333,597.93	0.00	(440.00)	0.00	859,884.64
N22991 POLE LIGHT REPAIRS RSRV	(29,943.38)	62,613.94	0.00	(1,949.00)	0.00	30,721.56
Z29000 PENDING RESERVE EXPENSE	(195.74)	0.00	0.00	(15,304.00)	0.00	(15,499.74)
	-----	-----	-----	-----	-----	-----
TOTAL GENERAL RESERVES	10,889,989.53	0.00	41,299.05	(102,729.37)	0.00	10,828,559.21

NEPENTHE ASSOCIATION
INCOME STATEMENT
01/31/2024

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
REVENUE									
366,881.68	365,799	1,082.68	14000	HOMEOWNER ASSESSMENT REVENUE	366,881.68	365,799	1,082.68	4,389,588	4,022,706.32
0.00	2,000	(2,000.00)	14087	EASEMENT AGREEMENT	0.00	2,000	(2,000.00)	24,000	24,000.00
48.53	150	(101.47)	14101	INTEREST ON PAST DUE ASSESSMENTS	48.53	150	(101.47)	1,800	1,751.47
90.00	50	40.00	14110	KEY REVENUE	90.00	50	40.00	600	510.00
1,440.00	350	1,090.00	14113	CLUBHOUSE RENTAL	1,440.00	350	1,090.00	4,200	2,760.00
0.00	1,400	(1,400.00)	14122	INSURANCE REIMBURSEMENT	0.00	1,400	(1,400.00)	16,800	16,800.00
283.33	0	283.33	14162	OPERATING INTEREST REVENUE	283.33	0	283.33	0	(283.33)
41,299.05	0	41,299.05	14163	RESERVE INTEREST REVENUE	41,299.05	0	41,299.05	0	(41,299.05)
410,042.59	369,749	40,293.59		TOTAL REVENUE	410,042.59	369,749	40,293.59	4,436,988	4,026,945.41
RESERVE CONTRIBUTION									
0.00	272	272.00	19572	GYM/WORKOUT FACILITIES RESERVES	0.00	272	272.00	3,264	3,264.00
0.00	202	202.00	19660	PAINTING-INTERIOR RES	0.00	202	202.00	2,424	2,424.00
0.00	2,100	2,100.00	19714	CONCRETE REPAIR RESERVE	0.00	2,100	2,100.00	25,200	25,200.00
41,299.05	0	(41,299.05)	19803	GENERAL RESERVE INTEREST	41,299.05	0	(41,299.05)	0	(41,299.05)
0.00	70,032	70,032.00	19820	ROOF RESERVE	0.00	70,032	70,032.00	840,384	840,384.00
0.00	2,700	2,700.00	19822	POOL/SPA RESERVE	0.00	2,700	2,700.00	32,400	32,400.00
0.00	6,585	6,585.00	19827	FENCING RESERVE	0.00	6,585	6,585.00	79,020	79,020.00
0.00	15,614	15,614.00	19833	IRRIGATION RESERVE	0.00	15,614	15,614.00	187,368	187,368.00
0.00	581	581.00	19846	SIGN RESERVE	0.00	581	581.00	6,972	6,972.00
0.00	10,820	10,820.00	19878	PAVING RESERVE	0.00	10,820	10,820.00	129,840	129,840.00
0.00	152	152.00	19899	RESERVE STUDY	0.00	152	152.00	1,824	1,824.00
0.00	4	4.00	L19833	OUTDOOR EQUIPMENT RSRV	0.00	4	4.00	48	48.00
0.00	12,308	12,308.00	L19835	PAINTING EXTERIOR RESERVE	0.00	12,308	12,308.00	147,696	147,696.00
0.00	37,367	37,367.00	L19836	STRUCTURAL REPAIRS RSRV	0.00	37,367	37,367.00	448,404	448,404.00
0.00	2,533	2,533.00	N19611	UNDERGROUND UTILITY REPR RSV	0.00	2,533	2,533.00	30,396	30,396.00
0.00	578	578.00	N19691	POLE LIGHT REPR RSV	0.00	578	578.00	6,936	6,936.00
0.00	2,945	2,945.00	N19717	CLBHOUSE REMODEL INTERIOR RENOVATI	0.00	2,945	2,945.00	35,340	35,340.00
0.00	204	204.00	N19830	MISCELLANEOUS RSV	0.00	204	204.00	2,448	2,448.00
0.00	1,339	1,339.00	N19974	COMMON TENNIS CRT RSV	0.00	1,339	1,339.00	16,068	16,068.00
0.00	15,614	15,614.00	N19975	GROUNDS RSV	0.00	15,614	15,614.00	187,368	187,368.00
0.00	15,614	15,614.00	N19982	TREE REM/ ANNL MAINT RSV	0.00	15,614	15,614.00	187,368	187,368.00
41,299.05	197,564	156,264.95		TOTAL RESERVE CONTRIBUTION	41,299.05	197,564	156,264.95	2,370,768	2,329,468.95
368,743.54	172,185	196,558.54		AVAILABLE OPERATING REVENUE	368,743.54	172,185	196,558.54	2,066,220	1,697,476.46
OPERATING EXPENSES									
UTILITIES									
3,589.27	4,252	662.73	15101	ELECTRICITY	3,589.27	4,252	662.73	51,024	47,434.73
2,568.64	2,122	(446.64)	15102	GAS	2,568.64	2,122	(446.64)	25,464	22,895.36

NEPENTHE ASSOCIATION
INCOME STATEMENT
01/31/2024

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
776.38	510	(266.38)	15103	REFUSE COLLECTION	776.38	510	(266.38)	6,120	5,343.62
164.24	172	7.76	15105	TELEPHONE EXPENSE	164.24	172	7.76	2,064	1,899.76
6,088.18	5,865	(223.18)	15106	WATER	6,088.18	5,865	(223.18)	70,380	64,291.82
626.81	540	(86.81)	15155	INTERNET EXPENSE	626.81	540	(86.81)	6,480	5,853.19
13,813.52	13,461	(352.52)		TOTAL UTILITIES	13,813.52	13,461	(352.52)	161,532	147,718.48
				LAND MAINTENANCE					
0.00	48,880	48,880.00	15500	CONTRACT LANDSCAPE SERVICE	0.00	48,880	48,880.00	586,560	586,560.00
0.00	744	744.00	15511	BACKFLOW DEVICE TEST	0.00	744	744.00	8,928	8,928.00
0.00	49,624	49,624.00		TOTAL LAND MAINTENANCE	0.00	49,624	49,624.00	595,488	595,488.00
				COMMON AREA					
3,675.00	3,475	(200.00)	16020	CONTRACT POOL/SPA SERVICE	3,675.00	3,475	(200.00)	41,700	38,025.00
0.00	85	85.00	16022	POOL EQUIPMENT REPAIR	0.00	85	85.00	1,020	1,020.00
0.00	210	210.00	16027	POOL INSPECTION	0.00	210	210.00	2,520	2,520.00
0.00	210	210.00	18457	PLUMBING REPAIR	0.00	210	210.00	2,520	2,520.00
(360.00)	0	360.00	18501	EXPENSES TO BE REIMBURSED	(360.00)	0	360.00	0	360.00
635.83	1,300	664.17	18524	MATERIAL SUPPLIES	635.83	1,300	664.17	15,600	14,964.17
365.00	335	(30.00)	18526	PEST CONTROL	365.00	335	(30.00)	4,020	3,655.00
4,980.00	2,657	(2,323.00)	18531	JANITORIAL SERVICE	4,980.00	2,657	(2,323.00)	31,884	26,904.00
1,013.27	192	(821.27)	18532	JANITORIAL SUPPLIES	1,013.27	192	(821.27)	2,304	1,290.73
0.00	21	21.00	18534	FIRE EXTINGUISHER	0.00	21	21.00	252	252.00
634.12	739	104.88	18579	PATROL SERVICE	634.12	739	104.88	8,868	8,233.88
32,456.00	6,250	(26,206.00)	18736	GUTTER & DOWNSPOUT CLEANING	32,456.00	6,250	(26,206.00)	75,000	42,544.00
2,502.41	3,750	1,247.59	18767	REPAIR & MAINTENANCE	2,502.41	3,750	1,247.59	45,000	42,497.59
218.62	140	(78.62)	18905	KITCHEN SUPPLIES	218.62	140	(78.62)	1,680	1,461.38
256.38	85	(171.38)	18986	FITNESS CONTRACT	256.38	85	(171.38)	1,020	763.62
46,376.63	19,449	(26,927.63)		TOTAL COMMON AREA	46,376.63	19,449	(26,927.63)	233,388	187,011.37
				MANAGEMENT/ON-SITE ADMIN EXP					
150.00	175	25.00	18001	COMMUNITY WEBSITE	150.00	175	25.00	2,100	1,950.00
470.27	100	(370.27)	18003	COMMUNITY EVENTS/PROGRAMS	470.27	100	(370.27)	1,200	729.73
7,800.00	8,190	390.00	19109	CONTRACT MANAGEMENT	7,800.00	8,190	390.00	98,280	90,480.00
0.00	210	210.00	19101	CPA SERVICES	0.00	210	210.00	2,520	2,520.00
0.00	25	25.00	19106	TAXES & LICENSES	0.00	25	25.00	300	300.00
11,181.14	1,167	(10,014.14)	19108	GENERAL COUNSEL SERVICE	11,181.14	1,167	(10,014.14)	14,004	2,822.86
3,619.50	3,334	(285.50)	19111	MANAGEMENT REIMBURSABLE	3,619.50	3,334	(285.50)	40,008	36,388.50
0.00	21	21.00	19112	POSTAGE, ON-SITE	0.00	21	21.00	252	252.00
0.00	100	100.00	19117	DUES & PUBLICATIONS	0.00	100	100.00	1,200	1,200.00
55.00	35	(20.00)	19119	BANK FEES	55.00	35	(20.00)	420	365.00
0.00	16,500	16,500.00	19124	ON-SITE STAFF	0.00	16,500	16,500.00	198,000	198,000.00

NEPENTHE ASSOCIATION
INCOME STATEMENT
01/31/2024

c/o FirstService Residential
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----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
0.00	583	583.00	17209	PAYROLL PROCESSING FEES	0.00	583	583.00	6,996	6,996.00
(440.11)	0	440.11	19126	DELINQUENCY MONITORING	(440.11)	0	440.11	0	440.11
0.00	100	100.00	19132	OPERATING CONTINGENCY	0.00	100	100.00	1,200	1,200.00
388.55	317	(71.55)	19172	ACCOUNTING REIMBURSABLES	388.55	317	(71.55)	3,804	3,415.45
781.14	125	(656.14)	19174	AMS COLLECTION EXPENSE	781.14	125	(656.14)	1,500	718.86
0.00	85	85.00	19178	PROPERTY TAX	0.00	85	85.00	1,020	1,020.00
0.00	7,583	7,583.00	19247	PAYROLL TAXES & BENEFITS	0.00	7,583	7,583.00	90,996	90,996.00
481.72	125	(356.72)	19295	ON-SITE OFFICE SUPPLIES	481.72	125	(356.72)	1,500	1,018.28
447.08	450	2.92	19382	COPIER LEASE	447.08	450	2.92	5,400	4,952.92
24,934.29	39,225	14,290.71		TOTAL MANAGEMENT/ON-SITE ADMIN E	24,934.29	39,225	14,290.71	470,700	445,765.71
				INSURANCE					
16,221.33	16,851	629.67	19107	INSURANCE	16,221.33	16,851	629.67	202,212	185,990.67
56,505.00	33,575	(22,930.00)	DC19307	FLOOD INSURANCE	56,505.00	33,575	(22,930.00)	402,900	346,395.00
72,726.33	50,426	(22,300.33)		TOTAL INSURANCE	72,726.33	50,426	(22,300.33)	605,112	532,385.67
157,850.77	172,185	14,334.23		TOTAL OPERATING EXPENSES	157,850.77	172,185	14,334.23	2,066,220	1,908,369.23
210,892.77	0	210,892.77		NET INCOME/(LOSS)	210,892.77	0	210,892.77	0	(210,892.77)

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	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	TOTAL
REVENUE													
14000 HOMEOWNER ASSESSMENT REVENUE	317190	341554	324699	353293	343085	322812	366647	312932	323292	332939	348217	366882	4053542
14087 EASEMENT AGREEMENT	0	5653	0	5829	0	0	7347	0	-1469	0	5874	0	23233
14101 INTEREST ON PAST DUE ASSESMEN	185	109	64	594	329	156	804	18	277	70	1633	49	4288
14110 KEY REVENUE	60	70	40	10	135	105	125	10	60	95	50	90	850
14113 CLUBHOUSE RENTAL	505	825	0	475	0	985	660	0	0	890	865	1440	6645
14116 CC&R VIOLATIONS/FINES	0	0	0	0	0	0	0	0	0	0	1744	0	1744
14122 INSURANCE REIMBURSEMENT	0	0	0	14536	1309	1046	450	225	450	0	225	0	18240
14132 MISCELLANEOUS REVENUE	65	0	0	705	-451	0	-455	1162	-572	0	626	0	1080
14162 OPERATING INTEREST REVENUE	193	218	213	258	0	484	261	245	271	256	248	283	2929
14163 RESERVE INTEREST REVENUE	121257	51846	22838	37749	37186	41353	25685	18485	13701	72731	43605	41299	527734
14221 FACILITY RENTAL FEE	0	0	0	-600	0	0	0	0	0	0	0	0	-600
14229 RENTAL FEES	0	0	0	750	0	0	0	0	0	0	0	0	750
14234 LEGAL REIMBURSEMENTS	0	0	0	0	0	0	0	0	0	0	2523	0	2523
14357 RESERVE CONTRIBUTION	0	0	0	0	528448	0	0	0	0	0	0	0	528448
TOTAL REVENUE	439455	400274	347853	413598	910040	366941	401524	333077	336010	406980	405610	410043	5171406
RESERVE CONTRIBUTION													
19572 GYM/WORKOUT FACILITIES RESERVE	275	275	275	275	275	275	0	550	413	413	275	0	3300
19660 PAINTING-INTERIOR RES	184	184	184	184	184	184	0	368	276	276	184	0	2208
19714 CONCRETE REPAIR RESERVE	4097	4097	4097	4097	4097	4097	0	8194	6146	6146	4097	0	49164
19803 GENERAL RESERVE INTEREST	121257	51846	22838	37749	37186	41353	25685	18485	13701	72731	43605	41299	527734
19820 ROOF RESERVE	70521	70521	70521	70521	70521	70521	0	141042	105782	105782	70521	0	846252
19822 POOL/SPA RESERVE	2751	2751	2751	2751	2751	2751	0	5502	4127	4127	2751	0	33012
19827 FENCING RESERVE	4935	4935	4935	4935	4935	4935	0	9870	7403	7403	4935	0	59220
19833 IRRIGATION RESERVE	10477	10477	10477	10477	10477	10477	0	20954	15716	15716	10477	0	125724
19846 SIGN RESERVE	370	370	370	370	370	370	0	740	555	555	370	0	4440
19878 PAVING RESERVE	11628	11628	11628	11628	11628	11628	0	23256	17442	17442	11628	0	139536
19899 RESERVE STUDY	166	166	166	166	166	166	0	332	249	249	166	0	1992
L19833 OUTDOOR EQUIPMENT RSRV	5	5	5	5	5	5	0	10	8	8	5	0	60
L19835 PAINTING EXTERIOR RESERVE	13496	13496	13496	13496	13496	13496	0	26992	20244	20244	13496	0	161952
L19836 STRUCTURAL REPAIRS RSRV	41002	41002	41002	41002	567790	41002	0	82004	61503	61503	41002	0	1018812
N19611 UNDERGROUND UTILITY REPR RSV	1395	1395	1395	1395	1395	1395	0	2790	2093	2093	1395	0	16740
N19691 POLE LIGHT REPR RSV	618	618	618	618	2278	618	0	1236	927	927	618	0	9076
N19717 CLBHOUSE REMODEL INTERIOR RENO	3001	3001	3001	3001	3001	3001	0	6002	4502	4502	3001	0	36012
N19830 MISCELLANEOUS RSV	434	434	434	434	434	434	0	868	651	651	434	0	5208
N19974 COMMON TENNIS CRT RSV	1312	1312	1312	1312	1312	1312	0	2624	1968	1968	1312	0	15744
N19975 GROUNDS RSV	10477	10477	10477	10477	10477	10477	0	20954	15716	15716	10477	0	125724
N19982 TREE REM/ ANNL MAINT RSV	10477	10477	10477	10477	10477	10477	0	20954	15716	15716	10477	0	125724
TOTAL RESERVE CONTRIBUTION	308878	239467	210459	225370	753255	228974	25685	393727	295133	354162	231226	41299	3307634
AVAILABLE OPERATING REVENUE	130577	160807	137394	188228₉	156785	137967	375840	-60650	40878	52818	174384	368744	1863772

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OPERATING EXPENSES														
UTILITIES														
15101	ELECTRICITY	3867	3243	3241	2814	2815	3254	3790	6309	1289	4034	3422	3589	41668
15102	GAS	3368	3770	2262	1016	1332	1209	335	509	1679	2941	2697	2569	23686
15103	REFUSE COLLECTION	913	912	893	951	2724	111	64	85	90	95	486	776	8101
15105	TELEPHONE EXPENSE	260	260	164	164	164	164	164	164	164	164	164	164	2162
15106	WATER	4281	5262	4260	5398	5267	4291	5382	965	8038	5424	4875	6088	59530
15155	INTERNET EXPENSE	577	582	582	596	596	626	627	599	627	627	627	627	7292
	TOTAL UTILITIES	13265	14028	11403	10940	12898	9655	10361	8632	11886	13286	12270	13814	142438
LAND MAINTENANCE														
15500	CONTRACT LANDSCAPE SERVICE	45100	45100	45100	45100	55300	45100	45100	45100	45100	45100	45100	0	506300
15511	BACKFLOW DEVICE TEST	0	0	0	0	0	0	0	0	7524	0	0	0	7524
	TOTAL LAND MAINTENANCE	45100	45100	45100	45100	55300	45100	45100	45100	52624	45100	45100	0	513824
COMMON AREA														
16020	CONTRACT POOL/SPA SERVICE	3375	3375	3825	3525	3375	3375	3525	3675	3675	3525	3375	3675	42300
16022	POOL EQUIPMENT REPAIR	825	0	0	0	235	0	0	0	0	0	0	0	1060
16027	POOL INSPECTION	0	0	0	1675	0	0	0	0	0	0	0	0	1675
18457	PLUMBING REPAIR	0	0	0	0	0	0	0	0	0	625	0	0	625
18501	EXPENSES TO BE REIMBURSED	0	-354	0	0	0	0	0	0	0	0	0	-360	-714
18524	MATERIAL SUPPLIES	583	1528	1101	533	972	1552	677	1263	0	2231	347	636	11422
18526	PEST CONTROL	950	0	0	0	600	150	350	0	1507	150	0	365	4072
18531	JANITORIAL SERVICE	2490	2490	0	4980	2490	2490	3290	0	2959	6041	0	4980	32210
18532	JANITORIAL SUPPLIES	606	0	0	423	0	0	0	0	0	0	0	1013	2042
18534	FIRE EXTINGUISHER	0	0	0	0	0	0	179	0	0	0	0	0	179
18564	SPECIAL SECURITY	0	0	0	-136	0	0	0	0	0	0	0	0	-136
18579	PATROL SERVICE	484	477	363	381	498	551	0	623	545	467	1144	634	6168
18736	GUTTER & DOWNSPOUT CLEANING	4185	4050	1215	185	2430	945	0	0	32456	0	0	32456	77922
18767	REPAIR & MAINTENANCE	-1630	2643	582	1141	6104	0	325	1791	4397	6436	5337	2502	29627
18905	KITCHEN SUPPLIES	71	148	160	0	109	234	0	169	0	0	0	219	1110
18986	FITNESS CONTRACT	95	95	0	0	180	0	0	289	0	0	0	256	916
	TOTAL COMMON AREA	12035	14451	7247	12706	16993	9297	8346	7810	45539	19475	10202	46377	210476
MANAGEMENT/ON-SITE ADMIN EXP														
18001	COMMUNITY WEBSITE	300	150	150	438	0	150	150	150	150	150	150	150	2088
18003	COMMUNITY EVENTS/PROGRAMS	427	-1404	106	-320	507	0	72	0	91	0	897	470	846
19109	CONTRACT MANAGEMENT	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	93600

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19010 PENDING P-CARD EXPENSE	0	0	0	393	0	-393	0	0	426	-426	0	0	0
19101 CPA SERVICES	0	0	2005	240	0	0	0	0	0	0	0	0	2245
19104 FEDERAL TAX EXPENSE	0	0	0	0	0	44079	0	0	0	0	0	0	44079
19105 FRANCHISE TAX BOARD	0	0	0	0	0	17679	0	0	0	0	0	0	17679
19106 TAXES & LICENSES	0	0	602	0	0	0	0	0	0	1260	0	0	1862
19108 GENERAL COUNSEL SERVICE	6518	1806	0	0	0	0	14796	1665	495	2981	3264	11181	42705
19111 MANAGEMENT REIMBURSABLE	3960	3620	925	6312	3610	3610	3610	925	3610	6294	925	3620	41018
19112 POSTAGE, ON-SITE	50	0	39	0	0	0	0	86	0	40	0	0	214
19117 DUES & PUBLICATIONS	1179	0	320	0	0	0	0	0	0	0	0	0	1499
19119 BANK FEES	35	35	35	35	35	35	35	35	35	35	35	55	440
19124 ON-SITE STAFF	17006	22830	25504	17384	8179	17237	26663	26017	7269	21827	14038	0	203953
17209 PAYROLL PROCESSING FEES	520	520	520	520	520	520	520	520	1040	520	1040	0	6760
19126 DELINQUENCY MONITORING	-883	-1185	-541	-2138	-1584	-1129	-1651	-346	-1041	-974	-2564	-440	-14475
19132 OPERATING CONTINGENCY	0	0	0	0	2545	0	0	0	0	0	491	0	3037
19143 LEGAL-COLLECTIONS	0	0	0	0	0	-321	197	4142	0	-512	739	0	4246
19172 ACCOUNTING REIMBURSABLES	428	411	0	713	375	359	326	0	340	671	0	389	4011
19174 AMS COLLECTION EXPENSE	-232	1398	295	172	-735	170	-923	0	-423	493	-908	781	89
19178 PROPERTY TAX	0	0	0	0	0	0	114	0	0	785	0	0	899
19247 PAYROLL TAXES & BENEFITS	8372	10736	11475	8667	4444	8926	13508	11684	3859	10361	6883	0	98915
19295 ON-SITE OFFICE SUPPLIES	116	31	1	255	886	607	26	262	127	605	231	482	3630
19382 COPIER LEASE	955	477	0	0	0	278	482	1064	0	2511	482	447	6696
TOTAL MANAGEMENT/ON-SITE ADM	46548	47224	49236	40472	26582	99609	65725	54004	23777	54420	33504	24934	566036
INSURANCE													
19107 INSURANCE	11370	11370	11370	11370	11370	11370	11370	0	32443	7559	16221	16221	152037
DC1930 FLOOD INSURANCE	27000	27000	27000	49429	31467	31467	31467	31467	31467	31467	-22167	56505	353569
TOTAL INSURANCE	38370	38370	38370	60799	42837	42837	42837	31467	63910	39026	-5946	72726	505606
TOTAL OPERATING EXPENSES	155318	159175	151356	170017	154611	206498	172369	147013	197735	171306	95131	157851	1938381
<i>NET INCOME/(LOSS)</i>	<i>-24741</i>	<i>1633</i>	<i>-13962</i>	<i>18211</i>	<i>2216</i>	<i>-68531</i>	<i>203470</i>	<i>-207663</i>	<i>-156858</i>	<i>-118489</i>	<i>79212</i>	<i>210893</i>	<i>-74609</i>

LIEN RESOLUTION.pdf

Please email signed resolutions to AR within 5 days of your board meeting

NEPENTHE ASSOCIATION

February 12, 2024

WHEREAS, Section 5673 of the California Civil Code requires that, the decision to record a lien for delinquent assessments shall be made only by the Board of Directors of the association and may not be delegated to an agent of the association; and

WHEREAS, Section 5660 of the California Civil Code requires that a warning letter be sent by certified mail to the owner of record at least 30 days prior to recording a lien; and

WHEREAS, the Association has sent this letter and the 30 days has or will soon expire; and

WHEREAS, as of the date of this report payment has not been received to pay the delinquent assessment amount on the properties listed below

NOW THEREFORE BE IT RESOLVED that the Board of Directors approves by a majority vote of the board members present at a duly called open meeting for FirstService Residential to record a lien on the separate interests/accounts listed below on behalf of the association and to mail a copy of the recorded lien to all known owners and addresses once the 30 days has elapsed from the mailing of the warning letter and no payment has been received.

Date	Account No.	Total Amt Due	Approved	Denied	Comment
2/14/24	1994-04	\$3,819.68			

Deferred Items from prior meeting

Date	Account No.	Total Amt Due	Approved	Denied	Comment
1/12/24	2487-02	\$6,176.81			

Any two (2) Board members must sign:

By: _____ Date: _____

By: _____ Date: _____

Please email signed resolutions to AR within 5 days of your board meeting