

# The Nepenthe News

MERIT PROPERTY MANAGEMENT



March 2013

## Update on Clubhouse and Cabanas Renovation

During the Board Open Session Meeting on February 27, 2013, the Board of Directors discussed and took action on the Clubhouse and Cabanas Renovation project. The board had to make a decision as to which option should be selected so that the architect, LPAS, and the contractor, DesCor Builders, can proceed with development of the design Construction Documents (CD's), and the final cost estimates.

The Ad Hoc Committee on Capital Improvement Projects provided the board with their written recommendation that the board approve Option 3 so that we may obtain the CD's and final cost estimates for all the remodels and upgrades.

After discussing the options, the board moved to approve Option 3 of the submitted design options for the purpose of obtaining hard cost estimates. Once the hard costs and CD's are received, the committee and board can eliminate features if the cost of the overall remodels and upgrades exceeds the budget. It is the board's goal that we stay within the budget that the Reserve Study has allocated for the renovations of the Clubhouse and Cabanas.

We are anticipating that construction will begin June 1, 2013, barring any unforeseen delays. Due to the construction, the office will not be accepting any reservations for the Clubhouse and Dunbarton Cabana after May of this year, until further notice.

If you have any questions or comments regarding the Clubhouse and Cabanas renovation project, please contact the office at 916-929-8380.

## Candidates Sought for the Board of Directors

The Nominating Committee is seeking qualified candidates for the Nepenthe Board of Directors. Three of the board's five seats are up for election (though each of those board members is running for re-election).

Candidates must be in good standing in the community, and must be able to spend the required amount of time needed on board business. They must have knowledge of budgets and of organizational process. They should have knowledge of Roberts Rules of order, and it is recommended they have prior service on a Nepenthe committee and knowledge of the Nepenthe Home Owners Association. Ideally, the candidates for the board will run for the purpose of serving their community at large, and not because of a political agenda separate from required Nepenthe business, and will leave Nepenthe a better place to live for all.

If you are interested in becoming a candidate, or want to recommend someone who would be a good director, contact committee members Nicki Shearer at 916-927-2610, or Bo Grebitus at 916-923-0733. The deadline for applying is March 11<sup>th</sup>. Please refer to the Election Schedule on page 3.

### Inside this issue:

CLUBHOUSE RENOVATION	1
CANDIDATES SOUGHT FOR THE BOARD OF DIRECTORS	1
TREE REMEDIATION	2
INSURANCE FORUM ON MARCH 16TH	2
VENDOR REVIEW BINDER	3
SEEKING COMMITTEE VOLUNTEERS	3
APPROVED ARCHITECTURAL APPLICATIONS	4
FINANCIAL UPDATE	4
VENDOR RESOURCE BINDER FORM	5
MARCH CALENDAR	6
CONTACT INFO	7

### Next Meeting

The next Board of Directors Meeting will be held:

**March 27, 2013  
5:00 PM**

Homeowner comments and suggestions are welcome!

## Tree Remediation

In January and February, approximately 44 trees were removed as part of the 2012 Tree Maintenance Plan. Immediately following the removals, GP Landscape began remediating and beautifying the tree removal sites. Each of the approximately 44 removal sites has been replanted with either a new tree if possible, shrubs, or ground cover.



A completed remediation project.

This year, Nepenthe strived to remediate each area not only in a timely manner, but also to improve the site's overall appearance. Although not every removal site was an appropriate location for a new tree, it was the goal to replace as many removed trees with a new tree as possible.

In addition to the replanting, GP Landscape crews have also been assessing and upgrading the irrigation system to ensure every section of the community is getting enough water without breaks or faults in the system.



GP Landscape crew preparing a tree removal site for remediation.

## Insurance Forum with Ryan DeShong

Mark your calendars for the Saturday, March 16th Insurance Forum with Nepenthe's insurance agent, Ryan DeShong. The forum will be held from 10:00 am to 12:00 pm in the Clubhouse.

Ryan will be here to answer questions about the Nepenthe Association insurance policy, flood policy, and answer homeowners' questions about their own insurance coverage. This a great opportunity to learn what Nepenthe's insurance includes and how it works.

Please call the management office at 916-929-8380 with any questions or to RSVP. All homeowners are welcome and encouraged to attend!

## Briefly....

- Irrigation Upgrades in Zone 6 (outside Elmhurst Circle) have started. Additional crews will begin excavation on the valves in all of Zone 6. This should avoid multiple water shut downs to the homeowners. It should take about 45 days to complete the upgrades.
- The initial roof and gutter cleaning of all 590 units has been completed by Randy Ross Cleaning Service.
- At the February 27th board meeting, the board authorized management to file a lien against a homeowner who is \$1,400 in arrears.
- An inspection of the oldest roofs, in the Colby Court-Adelphi Court area, turned up problems such as loose flashing and damaged vents. All repairs were made earlier this month.
- January income was \$7,260 over budget. Expenses were \$4,614 over budget, resulting in a net positive variance of \$2,646. We have \$347,000 in the Operating Account, \$3,288,000 in the General Reserve and \$210,816 in the Private Streets Reserve.
- At the March 27th board meeting, the board will be discussing and possibly acting on how to discourage homeowners from planting in the common area, which is a violation of the CC&Rs. Roofs inspections and other items will also be discussed. All homeowners are invited to attend.

## Vendor Review Binder

Because the office no longer provides a vendor resource list, there is now a Vendor Review Binder available in the Clubhouse for residents who would like to either write a review for their most-trusted vendors or for residents who are seeking a vendor to complete a project, such as plumbing, dry wall, and more.

This vendor review resource is available to any resident, renter or homeowner, seeking a vendor to hire privately and will be a great benefit to the community. Please remember that in order to protect yourself against theft or property harm, it is important to always hire fully insured, licensed, and experienced vendors.

Please fill out a Vendor Review sheet, available on page 6 of this newsletter, and bring it to the office if you have a favorite vendor you would like to recommend to fellow residents.

## Election Schedule

- Monday, March 11 - Names of Board candidates due to the Nominating Committee
- Friday, March 22 - Candidates' statements and pictures due to the office for the April newsletter and ballot packets
- Wednesday, March 27 - Board Meeting - Slate of candidates' names presented
- Wednesday, April 11 - Candidates' Night from 6:30 pm to 7:30 pm
- Mid-April - Election Committee mails ballot packets, including statements and pictures to homeowners.
- May 22 - Annual Meeting and Election

If you have any questions in regards to running for board, contact committee member Nicki Shearer at 916-927-2610.

## Nepenthe Committees

Nepenthe has several volunteer-based committees that are always looking for additional members. With seven active committees, it would be difficult to find one that does not interest you! Here are a few of the committees and their responsibilities:

- The Finance Committee acts to advise the board in a reasonable and productive manner on issues affecting the financial position of the Association.
- The Outreach Committee acts as an informational tool to help homeowners understand Nepenthe and how the Association is run.
- The Architectural Committee is responsible for ensuring that the "Nepenthe look" is maintained during all exterior home and facilities improvements, reviews homeowner architectural modification applications, and makes recommendations to the Board for homeowner applications and facility modifications.

If you are interested in joining a committee, please request an application at the management office.

## Holiday Decoration Policy Revision

During the February 27, 2013 Open Session Board meeting, the board discussed a revision of the Holiday Decoration Policy. The board will be taking action on the proposed revision at the March 27th board meeting. The proposed revisions are italicized below. If you have any comments, please feel free to contact the management office at 916-929-8380 or by email at [Nepenthe@meritpm.com](mailto:Nepenthe@meritpm.com).

2. Decorations may be installed on Common Areas exterior walls and fences by plastic *or metal clips* so long as they do not cause damage to the ~~Common Area~~ or Common Facilities. *Clips may be left in place for use seasonally. Any such clips that are not made of clear plastic will be painted the same color as the siding. The Association is not responsible for maintenance or removal of said clips, except that the Association may remove the clips to perform maintenance on any fence or building and will not be responsible for damage to or loss of clips, nor for replacing or reinstalling the clips.*

## Approved Architectural Applications

At the February 27, 2013, Board of Directors Meeting, the following architectural applications were conditionally approved:

700 Dunbarton—Replacement Window (Patio Door)  
601 Elmhurst—Air Conditioner/Heat Pump  
25 Adelphi—Replacement Windows

If you wish to make any exterior changes to your unit that are visible to the community or interior changes that impact the roof, you must submit an architectural application for review and approval by the Architectural Committee and Board of Directors prior to commencing any work to your unit. Applications are to be turned into the Nepenthe office by the Wednesday prior to the Architectural Committee Meeting. The Architectural Committee meets on the 1st Saturday of each month at 9:30 a.m. in the Clubhouse.

## Nepenthe's Year To Date Cash Flow

### January 2013 Budget Report

Sources / Uses	Operations	General Reserves	Private Streets
Beginning Balance 1/1/2012	354,215	3,158,799	224,354
<b>Plus</b> Income	254,940		
Reserve Investment In- come		(174)	76
Contributions to Reserve		142,989	1,420
Audit Adjustment Re- serve Interest Recogni- tion			
Payback Operating	(9,250)	9,250	
<b>Less</b> Operating Expenses	(111,885)		
Reserve Funding	(144,409)		
Reserve Expenses		(23,083)	(15,035)
<b>Ending Balance</b> <b>01/31/13</b>	<b>347,346</b>	<b>3,288,052</b>	<b>210,816</b>

Actual year to date income of \$258,940 versus year to date budgeted income of \$251,680 produced a positive year to date income variance of \$7,260.

Actual year to date operating expenses of \$111,885 versus year to date budgeted expenses of \$107,271 produced a positive year to date operating expenses variance of \$4,614.

The two combined variances produced a positive year to date variance of \$2,646.

#### Other Information

Unpaid Assessments at January 31, 2013 were: \$46,279

Prepaid Assessments at January 31, 2013 were: \$113,637



# March 2013

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Yoga 9 am	2 Architectural Committee Meeting 9:30 am
3	4 Tai Chi 3 pm	5 Yoga 9:30 am	6	7 Nominating Committee Meeting Outreach Committee Meeting 6:00 pm Cabana Rental	8 Yoga 9 am	9
10	11 Tai Chi 3 pm	12 Yoga 9:30 am	13	14 Grounds Committee Meeting 4:00 pm	15 Yoga 9 am	16 Homeowner Insurance Forum 10 am to noon in the Clubhouse
17	18 Tai Chi 3 pm Finance Committee Meeting 6:30 pm	19 Yoga 9:30 am Book Club Meeting in the Cabana 1:30 pm	20	21	22 Yoga 9 am	23
24	25 Tai Chi 3 pm	26 Yoga 9:30 am	27 <b>Board of Directors Meeting 5:00 pm in Clubhouse</b>	28	29 Yoga 9 am Cabana Rental	30 Clubhouse Rental
						31

# Nepenthe Association

7

Monday—Friday: 9:00a.m. – 6:00p.m.  
Saturday—Sunday (Winter): 9:00a.m—1:00p.m.

**Nepenthe Management Office: 916-929-8380** [nepenthe@meritpm.com](mailto:nepenthe@meritpm.com)

Community Manager:	Sarah McCalla	<a href="mailto:smccalla@meritpm.com">smccalla@meritpm.com</a>
Facility Administrator:	Roger Work	<a href="mailto:nepenthe@meritpm.com">nepenthe@meritpm.com</a>
Associate Community Manager:	Sara Beth Jue	<a href="mailto:sjue@meritpm.com">sjue@meritpm.com</a>
Administrative Assistant :	Chardae Jones	<a href="mailto:cjones@meritpm.com">cjones@meritpm.com</a>

MERIT Emergency Hotline: 888-596-4984 — Toll free 24 hours

MERIT Customer Care Center: 800-428-5588

PayLease (Auto Pay) 866-729-5327 -or- [support@paylease.com](mailto:support@paylease.com)

**Stonegate Protection- Patrol Service:** 888-774-0035 -or- [security@stonegateprotection.com](mailto:security@stonegateprotection.com)

**Electrical Outages:** 888-456-SMUD

**Nepenthe Insurance:** Farmers Insurance Group  
Ryan DeShong 916-636-0115

## **Board Members:**

(The Board meets at 5:00 p.m. on the 4<sup>th</sup> Wednesday of the month in the Clubhouse)

Otis Turner, President  
[otisturner@hotmail.com](mailto:otisturner@hotmail.com) / 916-927-3575

Richard Coombs, Vice President  
[rec1146@aol.com](mailto:rec1146@aol.com) / 916-568-6100

Marcia Britton-Gray, Secretary  
[mcbmd@comcast.net](mailto:mcbmd@comcast.net) / 916-929-3858

William Vizzard, Treasurer  
[vizzardw@gmail.com](mailto:vizzardw@gmail.com) / 916-923-9308

Bo Grebitus, Director-at-Large  
[bogrebitus@gmail.com](mailto:bogrebitus@gmail.com) / 916-923-0733

## **Committee Chairs:**

Architectural Review – Ken Luttrell  
Meets 9:30 a.m. on the 1st Saturday of the month in the Clubhouse

Elections – Yvonne Del Biaggio

Finance – Greg Crissman  
Meets 6:30 p.m. on the 3<sup>rd</sup> Monday of the month in the Clubhouse

Grounds – Ivan Gennis  
Meets 4:00 p.m. on the 2<sup>nd</sup> Thursday of the month in the Clubhouse

Insurance – Bill Newbill

Nominating/Outreach – Nicki Shearer  
Meets 6:00 p.m. on the 1<sup>st</sup> Thursday of the month in the Clubhouse