



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

November 7th, 2018, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

WELCOME

Thank you for attending. This is a business meeting, open to members of the Nepenthe Association and guests of the Board. The primary purpose of the meeting is to ensure that the Association is meeting its responsibility to maintain the property and to serve homeowners.

Two three-ring binders with supporting documentation for agenda items are available in the room for homeowner use. Please share them. The packets are always available in the office at least four days prior to Board meetings.

Please silence all electronic devices. These proceedings may be recorded to assist with the preparation of minutes. The Board appreciates your cooperation.

As the Board moves through the agenda, members may comment or ask questions about any agenda item during the two homeowner comment opportunities. All homeowners that wish to address the Board must first submit a Request to Speak Form. Please address all comments or questions to the chair. The Board will be unable to accept comments or questions from the floor during its deliberations.

OPEN SESSION AGENDA

I. CALL TO ORDER

Present	Arrival	Board Member	Position	Departure
		Frank Loge	President	
		Linda Cook	Vice President	
		Christina George	Treasurer	
		Steve Huffman	Secretary	
		Jan Summers	Member at Large	

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on November 7th, 2018 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.

III. COMMITTEE REPORTS

- a. Architectural Review Committee **Pages 7-10**
- b. Finance Committee **Page 11**
- c. Grounds Committee..... **Pages 12-16**

- d. Insurance, Legal and Safety Committee..... **No Report**
- e. Outreach Committee..... **Page 17**

IV. MANAGEMENT REPORT Pages 18-55

- a. Report..... Pages 18-21
- b. October Nepenthe News.....Pages 22-29
- c. Master Calendar.....Pages 30-34
- d. Facility Manager Zone Walk NotesPages 35-54

V. HOMEOWNER CORRESPONDENCE (Listed alphabetically by last name)..... Pages 55-62

VI. HOMEOWNER COMMENTS

In accordance with California Civil Code Section 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 and/or 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 4925(b), or a total of twenty (20) minutes will be granted for all to address the Board of Directors regarding items of interest or concern.

VII. CONSENT CALENDAR In an effort to expedite the Board meetings, Management has placed several business items on a Consent Calendar. Please review the items prior to the meeting so that you may have your questions answered in advance. Action required: Board Resolution.
Proposed Resolution: The Board approves Consent Calendar items A to E as presented.

Begin Consent Calendar

a. Approval of Minutes October 3rd, 2018 Open Session Minutes Pages 63-66

Proposed Resolution: The Open Session minutes dated October 3rd, 2018 are approved as presented.

b. Financial Statement: September 2018 Pages 67-78

Proposed Resolution: The Board accepts the September 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a positive year to date variance of \$49,495 and reserve funding of \$1,626,011 compared to the reserve funding budget of \$1,583,919. The reserves are funded through September 2018. The Association has \$417,197 in operating funds, which represents

1.43 months of budgeted expenses and reserve contributions. The Association has \$6,833,131 in reserve funds.

c. **Lien Resolution** **Page 79**

Per the enclosed Resolution dated October 15th, 2018, Management is requesting authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the Intent-to-Lien letter.

Account Number	Past Due Amount
2224-03	\$976.00

d. **Correction to Board Goals Adopted February 7th,2018** **Pages 80-84**

The February 7th, 2018 minutes are enclosed for proposed correction to Board goals.

Proposed Resolution: The Board accepts the corrections as presented in red on the enclosed draft February 7th, 2018 minutes.

e. **Architectural Applications**

The Architectural Review Committee met on October 9th, 2018 and October 18th, 2018 to review the applications listed below. The applications are in a binder on the directors' table.

Proposed Resolution: The Board confirms the recommendations of the committee.

	Address	Application for	Recommendation
1	2269 Swarthmore Drive	Window Replacement	Approval
2	13 Adelphi Court	Solar Installation	Approval
3	716 Dunbarton Circle	Window Installation	Approval
4	1213 Vanderbilt Way	Emergency HVAC Replacement	Approval
5	714 Dunbarton Circle	Door Installation and Window Replacement	Door Approval, Window Denial
6	1318 Commons Drive	Security Camera Installation	Approval

End Consent Calendar

VIII. UNFINISHED BUSINESS

a. **Board Goals** **Pages 85-87**

The Nepenthe Board of Directors has a long standing tradition of adopting yearly goals pertinent to the association for the Board to focus on achieving. The Directors were asked at the last Open Session to please forward goals they would like to discuss at the next meeting, to the General Manager. The enclosed goals have been submitted by the

Directors for discussion and review. The 2018 adopted Board Goals are also enclosed for review.

Action required: Board discussion and possible resolution

b. **2019 Budget** **Pages 88-94**

The enclosed budget has been prepared based on the association's average of actual costs over a 12-month period and potential contract expenses for the next fiscal year. The Board of Directors must adopt a budget for the upcoming fiscal year and have it distributed to the membership in accordance with California Civil Code and the association's governing documents. The Board directed management to forward the draft budget to the Finance Committee for review and recommendations before it is approved, which was done accordingly. The Finance Committee's recommendation can be found in their submitted Minutes.

The draft 2019 Budget calls for an increase to the monthly assessment of \$13.00. This would bring the monthly assessment from \$488.00/month to \$501.00/month.

Action required: Board resolution

Proposed resolution: The Board of Directors adopts the enclosed 2019 operating budget for the upcoming fiscal year and directs management to distribute it to the membership in accordance with California Civil Code and the association's governing documents.

c. **Adopt Revised Solar Criteria** **Pages 95-107**

The revised solar criteria was posted to the membership on the 19th of September and is enclosed in this packet. One homeowner has provided written correspondence on this proposed criteria.

Nepenthe's attorney, Brad Epstein of Angius Terry has made the following comments on the most recent version:

We do not see issues with any of the changes subject to the following clarifications.

The requirements for the plans to be submitted is substantially more expansive and detailed than the original draft of the proposed rules and separate application. The issue if the rules are contested is whether a court would determine that these plans requirements impose reasonable restrictions on solar energy systems in compliance with Civil Code Sections 714 and 714.1.

More specifically, (1) are the details required in the plans by the proposed rules necessary for the Architectural Review Committee to make an informed decision on whether to either approve or disapprove the installation, and (2) does requiring such detailed plans significantly increase the cost of the system.

Management recommends approval of the most current version of the criteria. If challenged, the requiring of a copy of the plans is defensible by the fact that the roofs are installed and maintained by the association.

Proposed Resolution: The Board accepts and adopts the revised solar criteria as presented and directs to management to incorporate the criteria into the Architectural Guidelines.

IX. NEW BUSINESS

a. Review Tree Care Proposal from The Grove Total Tree Care.....Pages 108-110

On October 4th, Paul Dubois, arborist from The Grove Total Tree Care walked Zone 6 and Zone 7 with management, Coast and Grounds Committee members. Various maintenance items were noted and 9 trees are recommended for removal.

Proposed resolution: The Board approves the proposal from The Grove Total Tree Care in the amount of \$24,415 payable from Reserves which has a remaining allocation for 2018 of \$65,000 +/- . This is to include the 2 trees recommended for removal that were tabled for approval at last month’s Open Session. The two trees were reviewed by the Grounds Committee and with arborist Paul Dubois.

b. Annual Tree Clearance PruningPages 111-113

The Grove Total Tree Care provided a proposal for the annual maintenance pruning of the trees within the development. This will clear all branches from the roofs by a minimum of 10 feet. It will also eliminate hazards over walkways and roadways.

Proposed Resolution: The Board approves the annual tree clearance pruning proposal as presented in the amount of \$76,800, to be paid from the 2019 Tree Reserve which has an allocation of \$172,666.

c. 2019 Tree Health Calendar ProposalPages 114-115

TurfPro, A division of The Grove, has prepared the enclosed proposal. Based on discussions with our arborist, management recommends that the Board approves \$2,700 for Merit Tree Injections for the communities Crape Myrtle and Hackberry trees, to take place in January or February of 2019. This work shall be paid from the 2019 Reserves which has an allocation of \$172,666.

Management further recommends withholding approval for the deep root watering until conditions warrant it and recommends withholding approval of fruit/seed prevention treatments for the Liquid Amber trees and 10 of the Purple Plum trees, until the Grounds Committee has had time to discuss and agree on the list of trees to be treated.

Proposed Resolution: The Board approves for Merit Tree Injections for the communities Crape Myrtle and Hackberry Trees in the amount of \$2,700.

X. HOMEOWNER COMMENTS

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XI. NEXT MEETING: Wednesday, December 5th, 2018 at 5:30 pm in the Nepenthe Clubhouse

XII. ADJOURN

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, October 9, 2018 at 5:30 pm in Clubhouse

Members present: Jenny Smith, chair; Ken Luttrell, Bill Henle, Alan Watters, Joel Weeden, Steve Farrar, Lee Blachowicz.

Members absent: Mary Gray.

Present: Sarah Lowrey, Assist. Manager; Jan Summers, Nepenthe Board Liaison.

Meeting was convened at 5:30 pm.

A. Welcome and Opening Remarks. Introduction of new member Ken Luttrell.

B.1. Homeowner requests not voted on:

1. **13 Adelphi Circle** – Taoran Zhang – In this two-story 4400 model, requested is the installation of a solar electricity-generating system. The contractor is Viviant. Much documentation about this Solar Energy Installation accompanied the application, but the committee needed further information about location of wiring, conduit etc. Someone is to contact the applicant.

Approval recommended via email on October 17 which included the additional information requested by the ARC. 6 approvals and 2 abstains for vacation reasons.

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

1. **716 Elmhurst Circle** – Jerry Dunn – Windows replacements in this 5500A model: replace 5 windows (except kitchen greenhouse window) and 3 sliding doors with PlyGem Pro 200 Series vinyl dual-paned windows in the exterior color dark bronze, with no grid pattern insert (per submitted application), and frame exposure between stacked living room window sections not to exceed four inches. Recommend installer Sunlite Windows observe 1350 Commons for successful installation of this product. C.E.C.S. is the contractor. (It was the ARC representative's understanding that the applicants were going to submit a corrected window specifications quote and addresses of other Sunlite installations in Campus Commons. Since this was not received, the ARC reviewed the somewhat incomplete application "as is" with the understanding that there will be no added grid pattern placed on the slider doors and the unfamiliar installer shall meet installation standards already set by other installers for this product - hence the referral to 1350 Commons.) The applicants mentioned wanting grid inserts in the patio sliders on the back yard, but the application did not specify grids. The ARC believes a grid insert is in compatible with the Nepenthe design. **Approval Recommended with Conditions:** That no grid inserts be placed within the windows and that the exterior color be dark bronze; and that frame exposure between stacked living room window sections is not to exceed four inches. Recommend installer Sunlite Windows observe 1350 Commons for successful installation of this product.

2. **1318 Commons Drive** – Kathleen and Lo Sadao – Security camera installations. Following the nighttime theft of an automobile parked on the street, the applicants request a video surveillance system consisting of three cameras. All the of cameras' field of vision will be of the public street. **Approval Granted October 21 via email. 5 approvals and 1 abstained, 1 vacation with the following conditions:**

Camera Positioning

Patio mounting – Acceptable, no conditions

Garage mounting – Guidelines state “cameras may only be focused on the resident’s property.” Accordingly, the camera mounted on the side of the garage needs to be repositioned and focused on the interior side of the gate and not on the walkway to the gate or the driveway. Alternatively, the camera could be mounted on the rear side of the residence near the southwest corner and positioned to focus on the rear gate patio entry and side door to the garage.

Doorbell – There is no guideline for doorbell cameras. The ARC previously recommended approval for a doorbell camera for 514 Dunbarton to be mounted at the location of the original front doorbell. Because of the limited focus of a doorbell camera, approval of the proposed doorbell camera installed following manufacturer’s instructions at the location of the original doorbell is acceptable.

3. **1213 Vanderbilt Way** – James Halyard and Vic Manzella – This application is an after the fact request for a new HVAC system in a 2000 model. The work was completed prior to the application being submitted due to an emergency and being unfamiliar with the Associations process. **Approval granted. 5 approvals, 1 abstained, 1 vacation**

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

4. **2269 Swarthmore Drive** – Rebekah Kim – In this two-story 4000F model, requested is the replacement of all five windows and two sliding patio doors using Simonton 7300 Daylight Max vinyl-framed windows, with no change to the configuration. The contractor is to be C.E.C.S. The exterior color of the frames will be Bronze. The applicant reported that after rain, her windows are leaking water into the walls. **Emergency Approval granted October 3, 2018.**

C. Approval of Minutes: done via email.

D. Reviewed Non-Compliance Notices from Homeowners: none.

F. Old Business: none.

G. New Business:

1) Jan Summers presented her and fellow former A.R.C. member Cheryl Cochrane’s suggestions for possible new security doors and possible new paint colors for front doors: there were as many as perhaps 7 new paint color samples. A vote was taken: 4 voted “Aye” for sending a recommendation to the Board to consider adding these to the existing colors; 1 voted “No”; and 2 abstained.

There was widespread opinion and disagreement. The member with the degree in architecture's "No" vote was to remind the committee that Nepenthe's architectural design utilizes the "Third Bay Tradition" school wherein exterior colors were to be earth tones so as to harmonize. Support for widening the palette of paint shades for our front doors came from the member whose experience in real estate shows that buyer's eyes are more drawn to homes with brighter shades on the front door, thus ultimately attracting more buyers to a particular home. Some stated that two of the new paint colors seemed very close to existing paint colors, sample of which were unavailable. It would seem useful to obtain correct color samples of the current paint choices to compare with the proposed new colors before proceeding further; it is recommended to compare these two existing colors to the two new shades to determine if they are too similar. The committee will continue to add additional options to the paint colors from different manufacturers. The goal is to allow choices at different store locations that both blend with the neighborhood and are convenient to access.

The screen choices offered were alternative security screen doors. Members were almost universally derisive of the heavy, barred doors with metal plate backing. Alan reminded the committee that it had not received requests for any screen doors for some years, including this type, and wondered if the demand for these had diminished. Ken Luttrell was able to share memories of how and why these were chosen and adopted about five years ago. The committee agreed to discuss further screen doors.

2) Seeking ways to cut costs, Sarah and Management asked the committee to ponder alternative materials for backyard fences, such as the concrete brick in use in some models. The Committee will discuss the matter further next month.

3) ARC Guidelines – Reorganize and integrate approval "necessary or automatic" identifications for homeowners' ease. Jenny will do the changes. Patio hardscape criteria are still needed.

4) Grounds Committee's concerns Re mailbox posts that are too small or too weak to support the current new, larger double-decker replacement mailboxes: The A.R.C. felt strongly that security of homeowners' mail was paramount and that disruption or cutting back of landscaping shrubs if necessary seemed entirely worthwhile.

5) Bicycle parking and prohibitions: Lee had researched and relayed that City law requires bicycles and bike share bikes to be parked in a bike parking rack. "**Are users required to park a bike share bike at a bike rack?** Yes. Per City code bike share bikes must be parked at a bike rack." https://www.qcode.us/codes/sacramento/?view=desktop&topic=5-5_18-iii-5_18_220

Meeting adjourned at 7:04 pm.

Next meeting: Next regular meeting on Tuesday, November 13, 2018, at 5:30 pm in the Clubhouse.

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

Revised by Jenny Smith

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES SPECIAL MEETING

Thursday, October 18, 2018 at 5:30 pm in Clubhouse

Members present: Jenny Smith, chair; Ken Luttrell, Bill Henle, Joel Weeden, Steve Farrar, Mary Gray

Members absent: Lee Blachowicz, Alan Watters.

Present: Bettsi Ledesma, Manager, Sarah Lowrey, Assist. Manager; Jan Summers, Nepenthe Board Liaison.

A special meeting was called to review the application submitted by Lisa Fetterolf at 714 Dunbarton Circle. The application was for window installations in the kitchen and the replacement of the sliding glass door with a single glass door, an alteration that necessitated building a wall extension to fill the other half of the sliding door space and adding new siding to cover the wall. The committee members present unanimously recommended the Board to approve the single glass door. The committee has granted similar approvals for other homeowners requesting to expand their kitchen footprint by removing a sliding glass door with a single glass door. The homeowner has painted the exterior of the single door to match the siding of the home. In regards to the kitchen window replacement, the committee recommends the Board request the homeowner to change the kitchen window back to its original size and to be installed in accordance with the ARC Guidelines for window installations, size and color.

Meeting adjourned at 6:10 pm.

Minutes of Finance Committee

October 10, 2018

Attendees: John Baker, Chair, Joan Haradon, Will Vizzard, Susan Timmer, Bettsi Ledesma, Christina George, Board Liaison, James Dunifon, Controller - FirstService Residential

REVIEW OF DRAFT 2019 OPERATIONS BUDGET

The Finance Committee met October 10, 2018, to review the 2019 proposed Operations Budget in conjunction with the 2019 proposed Reserve Budget. The committee's goal is to minimize the 2019 increase in HOA dues. The currently proposed budget results in an increase in per unit monthly assessment of from \$488 to \$501.

The portion of the proposed budget attributed to the Reserve Fund does not call for an increase in assessment. On the other hand, the 1st draft of the Operations budget shows a \$13 monthly unit increase. The largest increase is the contract landscaping line item, a \$9 monthly unit cost increase. This increase is related to the new landscaping contract with Coast Landscaping and the funding of the onsite management thereof.

Since the Committee was unable to find reductions in the proposed Operations Budget, it has decided to turn to the Reserve Budget in hopes of reducing the overall per unit assessment.

Before submitting recommendations to the Board, the committee has asked the Browning Reserve Group to analyze two "what if" scenarios of the 8/10/2018 version of the Reserve Study for the 2019 Fiscal Year.

1. Reduce the 2019 allocation of Line Item 18120, Plant Restoration, by \$60,000 to see if the per unit reserve assessment would be reduced by \$3, from \$298 to \$295, thereby reducing the overall per unit assessment to \$498
2. If alternative 1 above does not reduce the reserve per unit assessment by at least \$3, the Browning Reserve Group is asked to unilaterally reduce assessment to \$295 and then check to see whether the Reserve Fund is still funded at 60% in year 2047.

The committee subsequently met, via email, after reviewing Browning's scenarios, and recommends that the Nepenthe Board of Directors reduce the 2019 reserve per unit assessment to \$295, thereby reducing the total per unit assessment to \$498.

FINANCIAL REPORTS TRAINING

A meeting has been scheduled with James Dunifon, Regional Controller, First Services Residential, to review financial reports with committee members Monday, November 12, 2018, at 2:00 pm.

Nepenthe Grounds Committee Meeting
October 18, 2018 3:00PM
Nepenthe Clubhouse

Present were:

Don Landsittel, Committee Co-Chair	Bettsi Ledesma, General Manager
Marty Henderson, Irrigation	Diane Luttrell, Zone 1
Ron Holehouse, Zone 1	Valerie Layne, Zone 2
Liza Tafoya, Zone 3	Mike Herder, Zone 3
Pam Sechrist, Zone 5	Kathy Waugh, Zone 6
Pat Thompson, Zone 6	Joan Barrett, Secretary

Not present:

Diana Mortimore, Zone 2	Diane Durawa , Zone 2
Kay Chmielewski, Zone 4	Elsa Morrison, Co Chair Trees
Julie Lanocha, Zone 7	Linda Cook, Board Liasion

The meeting was called to order by committee co-chair, Don Landsittel at 3:00PM.

Don asked for approval of the last minutes. Marty made a motion to accept the minutes as written, Valerie seconded the motion, the motion passed.

Homeowner Comments and Concerns

Nancy Cooper- 1242 Vanderbilt Way, zone 2

Has an issue with debris from the blowing being directed toward her front walk and doorway and then left. Would like more transparency from committee regarding the zone stewards and their schedules.

Don L. said that this blowing method is against regulations and invited homeowners to attend grounds meetings and meet with zone stewards.

Don Ellwanger- 1221 Vanderbilt Way, zone 5

Stated that he has sent a letter regarding his concerns about sub-standard grounds maintenance and would like to see more personnel on the grounds.

Don L. promised to read and take under advisement the letter sent

Linnea Koze- 1101 Dunbarton Circle, zone 3

Has an issue with dead and dying plants and would like more interaction with stewards regarding irrigation issues. She feels that there is too little being done.

Don L. blamed problems with previous contractor for some of planting errors. Said that replanting will start in January when weather allows. Explained Future Views as a concept to ensure that landscape views remain consistent and pleasing to look at.

Bettsi noted that Zone Walks and Tree Walks are posted on the website,

Bryant Williams- 2312 American River Drive, zone 1

Mentioned that ivy was cut back to straggly bits and now a brown and ugly sight since last spring. Had 2 trees removed by his house in the past couple of years and there is no mention of replacing them. This impacts significantly his ability to enjoy the patio without any shade.

Don L. agreed that some of the ivy cutting was done improperly last year.

Reed Marquardt- 1287 Vanderbilt Way, Zone 5

Has, like many others in attendance, had leaves and dirt blown into the entrance to his house. Feels that the visual presentation of Campus Commons on the Howe Avenue side of the community is a mess and has not been maintained like it was when GP was the contractor.

Pat Peightal- 1 Adelphi Ct., zone 1

Concerned about the leaves and dirt being blown into the ivy.

Juliana Brown, Coast LP representative, acknowledged that per homeowner's comments the guidelines for blowing debris were not being followed and that she would follow up with Coast personnel to correct.

Nancy Cooper- additional question

Asked about the ability of homeowners to purchase plants and have them installed by the contractors, has the policy changed?

Don L. said that the CC&R's prohibit homeowner participation in the landscaping process but the policy is currently under review. He also said that he and the committee welcomes homeowners to the meetings and zone and tree walks.

Liza Tafoya asked about the removal of dead and dying plants and would like a timeline. Don L said that those issues are a priority with the committee and that the stewards have submitted recommendations for removal in their zones.

Marty Henderson filled in the history of allowing homeowners to purchase and have plants installed at the HOA expense proved to be unsustainable. Bettsi added that the practice changed to have the homeowners pay for the planting of those materials and that proved a problem as well as those tasks became a priority at the expense of other projects in the community.

Judy Brewington- 509 Elmhurst Circle, zone 5

Reported issues with irrigation tubing next to her fence without any ground cover is exposed and there is now brown dirt which will become brown mud. She has experienced a lack of follow up by Coast on these issues.

Liza asked Juliana about the size of the crew on the property. Juliana responded that there are four full time people and one irrigation tech. All expressed surprise at this number but Bettsi cautioned that the issue was with the 'Maintenance Contract' and stated that GP had more people on the property but that was outside of the Maintenance Contract under special work since they had a different model of providing service.

Kelly Cole- 700 Elmhurst Circle, zone 6

Questioned why plants were dying. Wanted to know if proper information about plant choice or placement was being employed.

Juliana acknowledged that sometimes plants don't thrive for unknown reasons but the issues may persist even when proper research has been done.

Carol Duke- 205 Dunbarton Circle

Is concerned about lack of vendor management skills among the volunteers on the Board and Grounds Committee. Feels that it is counterproductive to keep blaming the previous contractor and excusing the current contractor as the problems we are encountering could have been prevented by someone, i.e. Board of Directors, who anticipated a change in service before the end of the contract and done more to prepare for a smooth transition. Three entities should have this experience covered; the Grounds Committee, the Board of Directors and the HOA Management to avoid problems.

Don L. requested that Carol present her concerns to the Board.

Rebecca Barham- 1020 Dunbarton Circle, zone 4

Has lived in Nepenthe since 1981 and has never seen the grounds look so unkempt. She would like notification of events that affect the property and therefore all of our property values.

Don L. agreed that that was a valid point.

Paul Koze-1101 Dunbarton Circle, zone 3

Has noticed the posting on trees scheduled for removal and appreciates that. He would like to know a reasonable expectation for grinding the stump of trees already removed and replacement of those trees.

Don L. said that the committee is currently working on this. Bettsi said that she keeps a list of removal sites and Paul DuBois said that grinding occurs when the Grove's workload permits.

Pam Sechrist said that the committee has always been planning for replacements actively in the five years of her involvement as a zone steward. Paul DuBois stated his credentials as an arborist and stressed that the City of Sacramento requires a permit to remove trees greater than 18 inches around.

Marcy Best- 1015 Vanderbilt Way, zone 6

Stated that Campus Commons is a highly desirable community and in 27 years of residence here has never seen the grounds look so bad. She says the general look is messy and dangerous and just wants, and feels she pays for, a nice place to live.

Irrigation Report

Marty said that he has resumed the research for City funds for converting to drip irrigation to cover some of the cost of the process and with approval, the work will continue. He said that it is calculated that the irrigation changes have saved a million gallons per year so far.

Kathryn Grant- 2285 Swarthmore Dr. zone 2

Reports that there are irrigation issues at her property have created a bog and have remained unaddressed for months.

Coast Rep, Juliana Brown

Said that the plan calls for fertilizing turf currently and weed abatement. They are gearing up for leaf removal. Valerie Layne asked if she was confident that they could handle the large leaf removal with the limited staff and Juliana replied that there would be extra crews called in to handle the work.

Pam asked about the policy for shrub pruning. She said that she had a shrub that had never been pruned was being shaped into a round when she thought the plan was for natural pruning. Juliana acknowledged that there needs to be further/continuing education in this area.

Bettsi asked about the current irrigation schedule and Juliana replied that 1 day had been removed from the clocks and during the rainy season they will be turned off.

Pam reported a sprinkler overwatering and flooding the gutter at 1020 Dunbarton Circle.

Norma Carolan- 1009 Dunbarton Circle, zone 3

Said that a tree had fallen on their roof and chimney and was looking for a timeline to replace it.

Bettsi said that the issue was a priority.

Anne Marder- 1233 Vanderbilt Way, zone 5

Is part of a family that owns three properties in Campus Commons and says that none of the residents of those places are happy with the way things have been going in the neighborhood.

She recommends that the committee endeavor to harness the energy of the concerned residents who attended the meeting today to resolve some of the issues that are ongoing. She recommends a task force to address some of the issues and a greater effort to give the homeowners access to the committee by writing an article on what the committee is doing and who the contractors and zone stewards are, with photos in the newsletter.

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All acknowledged that these were some good ideas.

Tree Walk

Paul DuBois presented a report with recommendations but asked that the tree walks be suspended until Grove has a chance to catch up on the approvals granted in the past month or so, requested February to resume the tree walks. Next Tree Walk will be Zone 1 February 5, 2019.

REQUEST FOR BOARD ACTION:

The Grounds Committee recommends to the Nepenthe Board of Directors the following remedies recommended in the September 17, 2018 and October 17, 2018 Tree Work Proposals for – Zones Five, Six and Seven Nepenthe Tree Walk Reports by Paul DuBois, Arborist with The Grove Total Tree Care as per the following.

Paul proposed removal of trees, with photographic evidence of irreparable damage or age related issues that require this step. See Grove submissions of 9-17-2018 and October 10, 2018 Letter plus 10-17-2018 Tree Work Proposals for Zones 6 and 7.

Re: 9-17-2018 Grove Tree Work Proposal:

Pam Sechrist made a motion to approve the removal of the two trees and Mike Herder seconded the motion. The motion passed.

Zone 5:

- Pear tree #1553 – 1161 Vanderbilt Way
- Ash tree #1175 – 609 Vanderbilt

Re: October 10, 2018 letter from Grove and 10-17-2018 Grove Tree Work Proposal:

A motion was made by Valerie Layne and seconded by Pam Sechrist. The motion passed. The motion included the removal of the following trees plus the balance of work proposed.

Zones 6 and 7:

- Pine tree #1553 at 306 Elmhurst -- root decay. Other Canary Island Pines in the area look okay.
- Tulip tree #1837 at 402 Elmhurst Circle. A small tree with a large wound in trunk. No permit required due to size.
- Tulip tree #1727 at 720 Elmhurst Circle lost it top in a storm and could result in limb failure as tree tries to compensate.
- Japanese Maple #2029 at 1461 University, zone 7. Dead. A sample has been submitted in case of mold damage before replacing the tree.
- Alder #2054 at 1515 University, the last one in the community, due to excess mistletoe and evidence of boring insects consistent with its age.
- 2 Pear trees # 2048 and 2049 at 1503 University Avenue, prone to failure, do not recommend replacement.
- Flowering Crabapple #2105 at 1599 University has recent die-back due to age.
- Bradford Pear #2090 at 1647 University will fail, is messy.

Kathy asked about Aleppo Pines, tendency to lean. Paul said that he is monitoring those and leaning is only part of the criteria for removal.

Zone Stewards

There were no additional comments or questions from the stewards.

Don requested that the stewards submit notes and impressions on the homeowner's statements and requests.

The meeting was adjourned at 5:40PM

Respectfully submitted by Joan Barrett, Secretary

Edited by Donald Landsittel, Co-Chair

Next Zone Walk, Friday, October 19th, Zone 3, at 9:00AM.

Next Tree Walk, February 5th, 2019

Next Grounds Committee Meeting, November 15th- 3:00PM- Nepenthe Clubhouse

Outreach Committee Meeting

Minutes for October 30th, 2018

Chairman Schaffer brought the meeting to order at 4:00 pm.

Present were Chairman Schaffer, Board Liason Linda Cook, Anne Conway, Karen Van Maren, Valerie Weinberg and Kathy O'Neil.

First item on the Agenda was a review of the Homeowner's Forum held on Sept. 29th. The consensus was that the event was a success, and several attendees commented to that effect. The meeting was well organized and ended on the scheduled time.

Next up was Jazz by the Fireplace to be held November 11th, Veterans Day, from 5:00 to 7:30 p.m. Charge for this event as follows: no charge to veterans, \$10.00 for Nepeenthe homeowners, and \$12.00 for all others. Entertainment will be provided by Valerie Weinberg's group, and there will be a military theme throughout. Wine will be available and attendees may bring food such as appetizers or desserts.

The Holiday Party will be held at the Clubhouse December 2nd from 4:00pm to 7:00 p.m. There will be no charge for this party and it will include wine and foods such as appetizers and desserts. Families are encouraged to attend and there will be a Sing-Along with a keyboard accompaniment. If possible, there will be a blurb in the next Newsletter highlighting the dates as well as an E-blast asking for volunteers to help out.

The discussion on Movies in the Clubhouse was tabled for the present.

A possible Golf Club, with play offsite, was discussed and a blurb in a future Newsletter is planned.

All Outreach events and dates will be included in the full monthly calendar published in the Newsletter.

The meeting was adjourned at 5:00 p.m. by Chairman Schaffer.



Nepenthe Association

Management Report – November 7th, 2018

1 COMMUNICATION

1.1 THE NEPENTHE NEWS WAS LAST PUBLISHED ON OCTOBER 5TH, 2018. THE NEXT NEWSLETTER WILL BE PUBLISHED ON NOVEMBER 9TH, 2018. TOPICS TO BE COVERED ARE:

- Manager’s Report
- President’s Letter
- Cash Flow Report
- Pools close, spas remain open for winter
- Parking Update
- Landscape Update
- Property Left in Commons Areas – Reminder
- Holiday Décor Policy
- Holiday Party in December
- Jazz by the Fireplace

1.2 WEBSITE:

- Calendar is up to date and complete.
- Announcements scroll received most recent update on 11/2/18.
- A new featured page has been created on the homepage of the website and is in the process of being developed for the purpose of Grounds and Landscaping information and updates.

2 FACILITIES

2.1.1 **Benches** - 4 new steel benches were installed by Elite Service Experts on 10/5/18.

2.1.2 **Fencing Repairs** - James E. Williams and Son has completed the first phase of reported fencing repairs and painting earlier this year. New bids are being received for the next round of fencing repairs, which include fencing issues reported after this first phase of repairs began. The bids are expected to be reviewed at the December 5th executive Session.

2.1.3 **Lock Replacements** – On 10/19/18, management met with Sacramento Valley Lockworks for a visual inspection of the locks throughout Nepenthes’ clubhouse, cabanas, office and amenities. Many current locks that are in place are inefficient for security purposes and rentals of the clubhouse facilities. A bid will be sent over by late November for review and possible approval.

2.1.4 **Office Space at Clubhouse** – At the request of the Board, a new office space at the Nepenthe office, which was once a storage room, has been underway since late August. In September, the

storage room was dismantled and the old shelving demolished. Electrical lines were relocated and lighting was replaced. New paint was applied and new carpet installed. The updated mounted shelves and desk areas were installed on November 3rd, completing the office that is now ready for use.

- 2.1.5 **Roof Repairs** – Since cancelling the contract with CM2, management has met with Advanced Roof Design, Nepenthe’s roofers of record, on 10/15/18. Roof inspections and repairs are to commence per zone, starting with Zone 1 after the scheduled gutter cleanings.
- 2.1.6 **Janitorial Service** - All regular scheduled cleanings were completed five days per week including the cleaning of the clubhouse, the Dunbarton cabana restrooms and the Elmhurst cabana service restroom.

3 GROUNDS

3.1 ALLEY MONUMENTS

- 3.1.1 CAM Construction has been contracted to replace the 60 monument signs throughout the community. Installation of the new alley monuments began on 10/22/18. Signage installation is complete as of 11/2/18. Management is scheduled on 11/9/18 with CAM to do a walkthrough of the property for confirmation of proper installation and workmanship.

3.2 LANDSCAPE

- 3.2.1 The Grounds Committee and Landscaper have identified an area for renovation from 2232-2245 Swarthmore. A proposal is currently being prepared for Grounds Committee review before it goes to the Board of Directors in December.
- 3.2.2 Management and the Grounds Committee has been working with Coast on numerous issues. While it has been agreed that attention will be focused on priority items such as weed abatement and irrigation issues, Coast landscape has now shifted focus to seasonal priority items such as broad leaf treatment and leaf abatement in preparation for fall. New plantings will continue to be postponed until after the start of 2019.
- 3.2.3 Management, the Grounds Chair and Juliana Brown, the Coast Account Manager met weekly to review the Coast weekly report matrix which outlines actions and maintenance performed for the week. Homeowner landscape issues and basic work processes are also discussed at this weekly meeting.
- 3.2.4 Nepenthe Facilities Manager, Daniel Devlin, has weekly Zone Walk notes compiled for the purpose of documenting the details of all grounds items of concern discussed during each zone walk with the Grounds Committee and Coast Landscapes, Juliana Brown. A copy of the notes from each of the weekly Zone Walks are attached to this report.

- 3.2.5 The Grounds Committee and Facilities Manager Daniel Devlin have agreed that each zone steward will be copied on all work orders pertaining to their zone. Stewards will be kept informed by receiving progress code updates via email through our FirstService Residential system. This feature will inform the copied zone steward of when the work order was placed, when the request was sent to the vendor and when a resolution has been made. An image, associated with the work order will most likely be included to offer clarity.

3.3 TREE MAINTENANCE

- 3.3.1 A tree walk was performed on October 4th, Paul Dubois from The Grove Total Tree Care walked Zone 6 and Zone 7 with management, Coast and Grounds Committee members. Various maintenance items were noted and 9 trees are recommended for removal. Monthly tree walks will now cease to allow time for the annual maintenance pruning and will commence again in the Spring.

The two trees that were awaiting review from last month's report were reviewed by the Grounds Committee at their October meeting along with Paul's tree report for Zone 6 and Zone 7. Board is expected to approve the work in the November 7th Executive Session. The arborist's report is always available at the office for homeowner review.

3.4 CONCRETE REPAIRS

- 3.4.1 **Concrete Trip Hazards** – Precision Concrete has completed the concrete improvements and corrections of 372 walkway and sidewalk trip hazards measuring ½ in or greater. The repairs were completed as of October 19th, 2018.

4 FINANCIAL

4.1 FLOOD INSURANCE SURCHARGE:

On April 1, 2018, non-resident owners were assessed the flood surcharges for three policy years. 2016, 2017 and 2018. The total amount assessed was \$70,875. Through September 30, \$48,196 has been received, \$9,771 has been rescinded by the Board and \$675 has yet to be collected, but the owner is currently enrolled in a payment plan.

In addition to the \$9,771 rescinded there is another \$8,325 that was not assessed. The combined total is \$18,096. This number represents policies purchased where there was some question over the homeowners' residency status. Additionally, some of the owners for which policies were purchased, sold their unit during the gap between the policy purchase and the application of the surcharge assessment.

Management will provide a complete accounting of these surcharges at the December 5th, 2018 meeting. The Board may wish to request restitution from FirstService for the lost revenue caused by the delay in assessing the surcharges.

Management met with Ryan Deshong on 10/18/18 and 10/19/18 to go through each address for updates in ownership or residency for the Flood Insurance Policies. Management plans to meet

annually with Mr. Deshong before each new policy year for the same purpose so as to be as prepared and current as possible for any policy changes due to flood insurance.

4.2 SEPTEMBER 2018 FINANCIALS

The September financials are enclosed for review. Throughout the year, \$97,028 in Reserve expenses were spent from Operating. These expenditures will be recoded to the correct Reserve GL codes by the end of the year.

4.3 2019 BUDGET

Management presented the first draft of the 2019 Budget to the Board of Directors under separate cover at the October Open Session. The Board is expected to approve the 2019 Budget at the November Open Session so that management can mail out to the membership in conformance with Civil Code.

5 GOVERNANCE

5.1 COURTESY PATROL

Reports are reviewed by management daily, recapping the rounds and interactions of the officers on duty.

5.2 NON-COMPLIANCE NOTICES

5.2.1 Notices have been sent to owners and tenants for the following violations:

- Unauthorized Object – other
- Landscaping – Tree Maintenance
- Unsightly Items – Remove
- Nuisance – Other
- Rental of Property – Documentation Required
- Garage – Improper Use
- Parking – No Street Parking
- Excess Water Run Off
- Architectural Modification- Not within ARC Guidelines



"Living at Nepenthe"

Thank you to all that came out to last Saturday's event "Living at Nepenthe: What You Need To Know", hosted by the Outreach Committee. Presentations provided valuable information on insurance coverage, architectural modifications, financial processes, grounds and landscape updates, work orders and maintenance requests, management operations, community outreach, upcoming events and so much more. If you have any questions about what specifically

was covered at this event or would like to obtain some of the great handout sheets, come into the office and we would be happy to help! A HUGE thank you to the Finance, Insurance, Legal and Safety, Grounds, Architectural and Outreach Committees for coming out to give our new and not-so-new residents some great information about living in this beautiful community. We surely appreciate the time and effort. We look forward to making it a bigger and better experience next year!



NEPENTHE NEWS

Weekend Office Hours

With the start of October we return back to morning hours for the Nepenthe office. Saturdays and Sundays we will now be open from 9:00am –1:00pm. This schedule will be in effect until next June, at which point we will return back to summer hours.

Now that the office is open weekend mornings please feel free to join your neighbors for Saturday coffee at the clubhouse! Of course, coffee and tea are always available for residents each day of the week, but Saturdays many come together to enjoy each others company and a hot cup of joe. If there are no rentals or Board / Committee events scheduled then the clubhouse is a great spot for this get-together and is surely a great way to spend a morning with your neighbors. Come out and grab a hot drink and a warm seat. We would be happy to light to fireplace as well!



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August Cash Flow Report

Sources / Uses	Operations	Reserves
Beginning Balance 1/1/2018	\$256,783	\$6,219,844
Plus Income	\$2,477,667	
Accounts Payable	\$209,493	
Pending Reserve Expense	(\$27,769)	
Reserve Investment Income		\$33,974
Contributions to Reserve		\$1,450,020
Less Operating Expenses	(\$1,049,227)	
Reserve Funding	(\$1,450,020)	
Reserve Expenditures		(\$1,038,350)
Ending Balance 8/31/2018	\$416,927	\$6,665,488

August Budget Report

Actual year-to-date income of \$2,477,667 versus year-to-date budgeted income of \$2,337,928 produced a positive variance of \$139,739.

Actual year-to-date operating expenses and reserve contribution of \$2,499,246 versus year-to-date budgeted expenses of \$2,337,928 produced a negative variance of (\$161,318). The two combined variances produced a positive year-to-date variance of (\$21,579).

Architectural Modifications... Do You Need An Application For That?

There were no architectural modification applications reviewed at the last Architectural Review Committee meeting, therefore no applications were approved at the October 3rd Open Session.

If you wish to make any exterior changes to your unit that are visible to the community, could impact drainage 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 before starting any work.

Applications are due at the Nepenthe office by the Wednesday prior to the Architectural Committee Meeting.

The Architectural Committee will next meet on

Tuesday October 9th, 2018 in the Clubhouse Lounge at 5:30pm

Certain alterations (termed an improvement or modification) to the exterior of a house or unit in the Nepenthe Association require an application to and approval by the Association. This process and the role of the Architectural Review Committee (ARC) are governed by Article IV (architectural control) in the CC&Rs of Nepenthe Homeowners Association adopted in 2015.

It is important to check with the office or the ARC before any modification or improvement begins, to ensure whether or not an application is required. An application must be submitted for review for a number of items such as:

- HVAC Replacement**
- Window Replacement**
- All Solar Energy Installations**

- Gas Line / Meters**
 - Shade Structures**
 - Pool / Spa Equipment**
 - Attic Fans / Vents**
 - Security Cameras**
 - Fence Relocation**
 - Hand Rails**
 - Sheds / Outbuilding**
 - Garage Door / Screen Doors**
 - Mail BoxesAnd more.**
- (Some items can be approved by management but an application is still required)**
- The ARC Guidelines can be viewed at anytime by visiting www.NepentheHOA.com under "Resources" —"Home Improvement Requests".**

President's Letter

Hello fellow Nepenthians! Fall is my favorite time of year. Weather is refreshing, leaves aging, a smell of changing season in the air. So, what does the Board do? It starts working on the budget for 2019. We are fun people.

Management has prepared the initial budget and the Board has added its comments to the process. The Nepenthe Finance Committee will now review the draft at their October 10th meeting and forward their recommendations to the Board. Final approval is scheduled for the November 7th, 2018 Board meeting.

Nepenthe has many policies and guidelines on a number of subjects from Holiday decorations to use of the Common Area. Please make sure you check with the office regarding any project to make sure you are compliant with Nepenthe's policies and rules. This will prevent any unhappy outcomes by homeowners with good intentions.

...Continued On Page 5



You may have noticed 4 new benches have been installed in the common areas. Sit down, take a load off and enjoy the views!

LIGHT POSTS IN COMMON AREAS

The "Lolli-Pop" lights throughout the community provide much need lighting for all! Please remember though, that these lights are maintained by the association and should NOT be tampered with. If any resident is found to be tampering with the light posts or bulbs it will be reported to the Board for action and the resident may be liable for any damages.

Important Dates

Nepenthe Book Club
Dunbarton Cabana.....October 8th , 3:30-5:00pm

Insurance, Safety and Legal
Committee Meeting.....October 9th at 5:00pm

Architectural Review
Committee Meeting.....October 9th at 5:30pm

Grounds
Committee Meeting.....October 18th at 3:00pm

Outreach
Committee Meeting.....October 23rd at 4:00pm

Halloween!October 31st,2018



Please Remove Items from the Common Area

One of the Association's responsibilities is to protect property values. The CC&Rs, which all homeowners have agreed to follow, state clearly that no object or plant may be placed in the common area without Association approval (Article III, Section 3.16).

The purpose is to maintain neat, consistent and predictable landscaping throughout the community. That is what buyers expect when they purchase homes here, and the Association has a duty to meet that expectation through reasonable enforcement of the CC&Rs.

The great majority of homeowners willingly comply with the CC&Rs, and they expect their neighbors to comply as well. They know that in purchasing property here they sacrificed individual landscaping choices in order to ensure uniform appearance and efficient maintenance of the grounds.

A few, however, have placed lights, statuary, flags, bird feeders, etc. in the common area. Others have planted flowers, shrubs and even trees. Management has sent notices of non-compliance, and most have readily complied. Their cooperation is appreciated.

If you have articles in the common area, other than signs for security systems or one potted plant on the front porch, please remove them by November 1. This includes pots, décor items, benches and garbage cans. Garden hoses must be coiled neatly. All articles found in the common area after November 1 will be removed and held at the office for two weeks.

Articles not claimed after two weeks will be donated to Goodwill Industries. The Association will not be responsible for loss of or damage to any article.

Please do not plant anything in the common area. The Association has the right to remove without notice all unapproved homeowner plantings and to charge the responsible person for the cost of restoring the planted area.

Some of the plants and articles in question are unquestionably attractive. That is not the issue. The issues are (1) how to ensure the uniform appearance of the grounds (2) how to efficiently maintain the grounds, and (3) how to treat everyone fairly.

The Board has determined that the best policy, the one most easily understood, and the one least likely to cause friction between neighbors, is to bar all personal objects and plantings from the common area.

The Board does have authority to grant exceptions, also known as variances, but that will be done rarely. Any request for an exception will be placed on the board meeting agenda and debated in public session. If approved, it will be recorded both in the minutes and in the homeowner's file.

If you have questions, please contact the office at (916) 929-8380.

Members may place seasonal holiday decorations (from the weekend before Thanksgiving until January 7) on the immediate front entrance, garage door surrounds, gutters, alley ways, including shrubs, bushes, and trees immediately adjoining a Member's property to a maximum height of fifteen feet. By doing so, Member assumes all responsibility for any damage caused by Holiday Decorations to the Common Area or Common Facilities and any damage or injury to persons or property.

Decorations may not interfere with health or safety of the public or create a risk of injury or damage to persons or property by encroaching upon alleys or walkways or present a trip hazard in areas normally traveled by pedestrians. Decorations may not obscure address plaques or Common Area lighting. No electrical seasonal decorations shall be placed on or in any Common Area or Common Facility light fixture.

Members are unrestricted in placing holiday decorations in the interior of their property visible to the exterior.

Decorations may not be placed upon roofs, and no person shall access the roof for installation.

Decorations may be installed on 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.

Sound effects and flashing lights, twinkling lights and inflatable decorations in the Common Area are prohibited. Decorations or electrical connections which pose a safety hazard or which expose the Association to increased insurance costs are prohibited. Electrical decorations shall be installed pursuant to manufacturer's recommendations.

Compliance with this policy is exclusively reserved by the Association. Association reserves the right to disconnect, relocate or remove Holiday Decorations not in compliance with this policy. Association will make reasonable efforts to notify a member and request compliance. Association will not be responsible for damage to any Holiday Decoration it disconnects, relocates or removes.



President's Letter (Cont'd from Page 3)...

...Speaking of rules; the Board is concerned about the placement of benches, pots, flags, and garden art in the Common Area that are contrary to the CC&R's and Rules of the HOA. The Board has asked Management to remind all homeowners to make sure the Common Area is used as intended. There will be further information regarding this matter forthcoming from Management.

The alley signs are going to be rebuilt during November. The cement footings and the structure surrounding each sign will be replaced. The center signage itself will be retained. All signs will be painted Cocoa Brown which is Nepenthe's fence color. This project has been a long time in coming and will improve the aesthetics of our Association.

Finally, the Homeowners Forum held September 29 was a huge success. We had many new homeowners. Thank you, Outreach Committee!

-Frank Loge President

Gutter Cleanings and Moss Roof Treatment

*** *Notice of the association's intent to service and maintain:* With the rainy season approaching it is that time of year that we will begin roof, gutter and downspout cleanings. As in the past, the cleaning will commence after the majority of the leaf fall has happened. This is usually around late November to December and will go on through

February. It is important to note that there is no set schedule or path of cleanings available as each zone has a different level of debris / leaf fall and certain addresses will require more attention than others. Randy Ross

Services will be performing the gutter/downspout cleanings as he has for the last 15 years.

(Wow, Thanks Randy!). He will be providing notice to all residents as scheduled on a week by week basis. Be sure to cover any items you do not wish for debris to fall on or in, including pools, spas, and BBQ's. Notice will be placed on the **inside of the main gate** at least two days prior to cleaning and will require residents to leave the patio areas accessible so that he may gather up and clean the fallen debris.

Moss treatment for the roofs has unfortunately been postponed until next year. We do appreciate you reporting your roofs for requested moss treatment and will be starting on those reported homes first thing next spring. Why wasn't this completed? Well, the association had contracted with CM² construction management for the roof inspections and moss treatment at Nepenthe. Unfortunately, due to a multitude of communication issues with this

contractor and its account manager, the Board has decided to terminate the contract. We hope to have this contract picked up again by a different company and will be resuming roof inspection as well as moss treatment for roofs. We sincerely appreciate your patience with this process and will be providing updates as they come available.



Featured October picture from Roger and Scott Hackney's (Hackney & Company) calendar –This gorgeous photo is by Nepenthe Resident Gary E. Karcz

Anyone interested in participating in a Nepenthe golf club, please contact Charles Schaffer at
charles.b.schaffer@gmail.com



Welcome Back Lyons Security!

We are happy to announce that Nepenthe is welcoming back Lyons Security to the association.

Lyons has a long history with the community and we are happy to have them return. Lyons will take up the same duties that Paladin Private Security had while here at the property such as Parking Enforcement, Clubhouse and Cabana Lock Ups and Safety Patrols.

Unfortunately, Lyons does not offer a "Call Out" service for residents. In the event of a true safety emergency, residents are encouraged to

call 911. For other after hours concerns, residents can call the FirstService Customer Help Center at 1(800)428-5588.

PRIVATE STREET RESIDENTS:

We know you will have questions about Guest Parking now that Lyons has taken over security patrol. Please watch your email for more information next week.

"Pets of Nepenthe"

Do you have a cute furry family member that you want to share with us? We want to see your pictures! In 2019's monthly Nepenthe News we want to feature pictures of the adorable Nepenthe pets you love. Submit your pictures to

Sarah.Lowrey@fsresidential.com

and look for your pet each month. Include the name and a fun fact if you'd like! All pet pictures welcome; Dogs, cats, hamsters, reptiles, birds or whatever kind of pet you know and love. We want to see them!



Seen a Coyote lately?

There have been some recent sightings of a coyote in the area. This is actually not uncommon as Nepenthe is in close proximity to the American River and this neighborhood offers plentiful options for a coyote meal.

Generally speaking, Animal Control does not respond out for wildlife unless the animal is sick or injured. Though Coyotes are considered to be nocturnal animals, they are opportunistic hunters - this means they may venture out during the day to hunt or find food, especially if they have come to experience chances at eating - if they are pursuing squirrels, for example, they will hunt during the day, as this is when squirrels are active. Also, since Sacramento is rather urban, and many people feed stray/feral/outdoor cats, it's also possible the Coyote recently seen has found a feeding area that s/he can count on finding some kibble or water near. For this reason, it is important that no food is left out in the Common Areas that would attract such an animal.

This and other wild animals are somewhat expected to see in this location, however, if you spot a wild animal that appears sickly, aggressive or injured please call Animal Control at (916)264-5011 or the City of Sacramento at 311.

“Fall-ing” Into Autumn...

Landscape and Grounds Updates for the Upcoming Season

Hello Nepenthe!

With the heat of summer gone and an approaching crispness in the air, it can only mean that fall has arrived!

In preparation for the fall and winter months, it is essential that we begin to redirect our preventative maintenance activities. Management, The Grove Total Tree Care (Nepenthe Arborist) and the Grounds Committee has been working closely with Coast Landscape on establishing seasonal priority items. Addressing these priority items will ensure that our beautiful Nepenthe forest and surrounding landscape is kept thriving. We will be shifting focus to the following:

Priority Items for Landscape-

Turf Fertilization (Fall):

- *Turf fertilizer will help to maintain lawn health and vigor.*

Leaf Abatement (Fall):

- *While the fall foliage might be beautiful to look at, it is important that we keep up with leaf abatement. Proper leaf abatement (clean up) will give your grass enough room to breath and help it come back healthier in the spring. If you see leaf piles next to the curb, this is why.*

Broadleaf Treatment (Fall):

- *Broadleaves are aggressive weeds that grow within the weak areas of your lawn. Broadleaf weeds are easily identified in the lawn because they do not resemble grass. An example of a broadleaf would be Crab grass. This treatment will kill the unwanted weeds that are taking over healthy turf.*

Hard Pruning When Needed (Winter):

- *Not all Shrubs will be pruned. Selected shrubs will be hard pruned for size reduction.*

Irrigation System checks (Winter):

- *We always monitor our irrigation systems year round to ensure all components are working properly. Due to irrigation systems being off in the winter time, our landscapers have a significant amount of down time to do a thorough system check to prepare for the spring/summer months.*

Preemergent for weeds (Winter):

- *Preemergent prevents the germination of weed seeds from sprouting by inhibiting enzymes.*

Priority Items for Arborists-

Building clearance (Fall/Winter):

- *Trees are often planted too close to building structures. Because of this The Grove Total Tree Care (Nepenthe Arborist) will perform building clearance on a annual basis. Pruning the trees back and providing a clearance of around 5-10 feet will help avoid unwanted encroachments or potential damages to nearby cars, signs, light poles or building structures.*

By performing these preventive maintenance items we will be able to enjoy this wonderful fall and winter season without worry. If you have any questions please be sure to reach out to any Nepenthe staff member. We are always here to assist you.

Happy Fall!

- Daniel Devlin, Facilities Manager



Nepenthe Association
1131 Commons Drive
Sacramento, CA 95825

Phone: 916-929-8380
Nepenthe.HOA@FSResidential.com

Office Hours:
Monday–Friday 9:00 AM to 6:00 PM
Saturday-Sunday (Winter) 9:00AM to 1:00 PM
Saturday–Sunday (Summer) 12:00 PM to 4:00 PM

www.NepentheHOA.com

Management Staff:

Betsi Ledesma, General Manager, betsi.ledesma@fsresidential.com

Sarah Lowrey, Assistant Community Manager, sarah.lowrey@fsresidential.com

Daniel Devlin, Assistant Manager / Facilities Manager Daniel.Devlin@fsresidential.com

Nirmal Dhesi, Administrative Assistant, Nirmal.Dhesi@fsresidential.com

FirstService Residential Customer Care Center: 1-800-428-5588

Other Important Contacts:

Lyons Security: 916-844-2912 (For leaving messages only) or
www.SacramentoSecurityCompany.com

Power Outage: 1-888-456-SMUD

Nepenthe Insurance Questions? Need a certificate? Call management 916-929-8380

City of Sacramento (garbage, recycling, city street parking enforcement, etc.): 3-1-1

Board of Directors:

Frank Loge, President, fjloge@outlook.com, 916-920-0752

Linda Cook, Vice President, linda_cook@att.net, 916-847-8996

Steve Huffman, Secretary, steve@huffmanstrategy.com, 916-214-4500

Christina George, Treasurer, cjadot@comcast.net, 916-921-2793

Jan Summers, Member at Large, Summersj10@Yahoo.com, 916-927-5570

Committees

Board of Directors Open Session Meeting
5:30pm in the Clubhouse on the
1st Wednesday of every month.

Committee Meetings:

Times, dates and locations of meetings can be found on the website at <http://nepenthehoa.com/event-calendar/> or on the bulletin board outside of the Clubhouse.

Architectural Review Committee

Chair: Jenny Smith

Elections Committee

Chair: Yvonne Del Biaggio

Finance Committee

Chair: John Baker

Grounds Committee

Co-Chair: Don Landsittel

Co-Chair: Open

Insurance, Legal and Safety Committee

Chair: Nancy Arndorfer

Outreach Committee

Chair: Charles Schaffer

Quick Reminders

◆ Daylight Savings time ends on Sunday November 4th, next month. Be sure to mark your calendars and set your clocks backwards 1 hour.



◆ If you are selling your home or plan on putting it on the market, please be sure to contact the office so that we may prepare to update the Flood Insurance Policy.

◆ Bring your little ones by on Halloween, Oct. 31st for some trick-or-treating! We'll have candy and snacks for all ghouls and goblins alike.

Have a safe and Happy Halloween!

2018 Master Calendar

Due Date	Item	Complete
1/1	Fiscal Year Begins	X
1/1	Office closed for New Year's	X
1/2	Office closed for New Year's	X
1/9	ARC Meeting 5:30pm	X
1/9	Insurance, Legal and Safety Committee Meeting 5pm	X
1/10	Board Meetings: Closed 4PM, Open 5:30 PM	X
1/12	Nepenthe News published	X
1/12	Assess non-resident owners the flood insurance surcharge	1-Apr
1/22	Finance Committee meeting 3:00 PM	X
1/31	Committee Minutes due in management office	X
1/31	Lock in agendas for Board meetings - 1) Appoint Inspectors of Election, Inspectors to designate address to receive ballots, date, time and location of election, poll closing time, 2) Board to designate "Record Date" 3) Approve proposal for Reserve Study with Site Review	X
2/1	Manager posts agenda and distributes Board packets	X
2/1	Manager to submit required records to CPA for Annual Review	X
2/1	Insurance Agent to conduct annual risk assessment inspection	X
2/7	Board Meetings: Closed 4 PM, Open 5:30 PM	X
2/9	Nepenthe News published	X
2/8	Grounds Committee meeting 3:00 PM	X
2/13	ARC meeting 5:30pm	X
2/13	Insurance, Legal and Safety Committee Meeting 5pm	X
2/19	Minimal Staffing in Office for President's Day	X
2/26	Finance Committee meeting 4:00 PM	n/a
2/28	Committee Minutes due in management office	X
2/28	Lock in agendas for Board meetings	X
3/1	Manager posts agenda and distributes Board packets	X
2/27	Election Committee organizational meeting	n/a
2/27	Pool contractor to inform management of any equipment needs for the pool season	28-Mar
3/7	Board Meetings: Closed 4:00 PM, Open 5:30 PM	X
3/8	Grounds Committee meeting 3:00 PM	X
3/9	Nepenthe News published	X
3/13	ARC meeting 5:30pm	X
3/13	Insurance, Legal and Safety Committee Meeting 5pm	X
3/20	Manager to mail hearing notices to delinquent owners	n/a

2018 Master Calendar

3/26	Finance Committee meeting 3:00 PM	n/a
3/28	Committee Minutes due in management office	X
3/28	Lock in agendas for Board meetings- 1) DQ hearings 2) 4) Accept Annual Review by CPA 5) Risk Assessment Report by agent	X
3/30	Manager posts agenda and distributes Board packets	X
4/4	Board Meetings: Closed 4:00 PM, Open 5:30 PM	X
4/4	Board President to sign tax returns	X
4/7	Mail Annual Review to homeowners in accordance with civil code requirements	X
4/7	Manager to notify members disqualified to vote due to delinquent assessments	NA
4/7	Manager to post candidate statements on websites	NA
4/7	Nepenthe News published- Slate of Candidates, Candidates' Forum, Election timeline	X
4/10	ARC Meeting 5:30 PM	X
4/10	Insurance, Legal and Safety Committee Meeting 5pm	X
4/12	Grounds Committee meeting 3:00 PM	X
4/17	Mail notice to Committee Chairs- all committee members must submit new committee applications for appointment at June Board meeting	X
4/20	Inspectors to proofread ballot materials	NA
4/21	Deadline for petitioners to nominate for Board	NA
4/21	Upload ballot and Resident Information Form to mail house	NA
4/23	Finance Committee meeting 6:30 pm	X
4/24	Committee Minutes due in management office	X
4/25	Lock In agenda for Board Meeting	X
4/28	Safety Forum- ILS	X
5/2	Board Meetings: Closed 3:30 PM, Open 5:30 PM	X
5/4	Star Wars Day	X
5/4	Nepenthe News published- VOTE reminder first page, sign up for committee service	X
5/5	Candidates Forum	X
5/8	ARC meeting 5:30 PM	X
5/8	Insurance, Legal and Safety Committee Meeting 5pm DEVELOP AND SUBMIT TO THE BOARD SPECIFICATIONS FOR PROPOSALS BASED ON FIVE YEARS HISTORY OF CLAIMS, INDUSTRY STANDARDS, TRENDS AND REPLACEMENT COST/VALUE PER THE MARSHALL/SWIFT RESIDENTIAL COST HANDBOOK (Per the Standards and Practices for Insurance)	
5/10	Grounds Committee meeting 3:00 PM	X

2018 Master Calendar

5/11	Deadline for committee applications	X
5/23	2018 Annual Meeting	X
5/24	Post election results via E-blast and on outside bulletin board and websites	X
5/28	Minimal Staffing in Office for Memorial Day	X
6/2	Summer weekend hours begin (12-4)	X
6/6	Lock in agendas for Board meetings - 1) Board Liaisons 2) Committee Appointments 3) Minutes from Annual Meeting are approved for distribution 4) Board to approve Request for Proposal Specifications for transmittal to qualified brokers per Standards and Practices	X
6/6	Committee Minutes due in management office	X
6/7	Grounds Committee meeting 4:00 PM	X
6/8	Manager posts agenda and distributes Board packets	X
6/12	ARC meeting 5:30pm	X
6/12	Insurance, Legal and Safety Committee Meeting 5pm	X
6/13	Board Meetings: Closed 4:00 PM, Open 5:30 PM	X
6/24	"Jazz by the Pool"	X
6/25	Finance Committee meeting 4:00 PM	X
7/4	Lock in agendas for Board meetings	X
7/4	Committee minutes due to management office	X
7/4	Office Closed for Independence Day	X
7/5	Manager begins preparation of next year's budget	X
7/6	Manager posts agenda and distributes Board packets	X
7/10	ARC Meeting 5:30pm	X
7/10	Insurance, Legal and Safety Committee Meeting 5pm	X
7/11	Board Meetings: Closed 4:00 PM, Open 5:30 PM	X
7/12	Grounds Committee meeting 3:00 PM	X
7/13	Nepenthe News published	X
7/23	Finance Committee meeting 4:00 PM	N/A
7/25	Committee minutes due to management office	N/A
7/25	Lock in agendas for Board meetings - 1) Reserve Study Approval	N/A
7/27	Manager posts agenda and distributes Board packets	N/A
7/29	"Jazz by the Pool"	X
8/1	NO AUGUST (Open or Exec.) Board Meeting Per Board of Directors	X
8/3	Nepenthe News published	X
8/7	National Night Out	N/A
8/9	Grounds Committee meeting 3:00 PM	X

2018 Master Calendar

8/14	Insurance, Legal and Safety Committee Meeting 5pm; ILS Committee to meet and review insurance needs	X
8/14	ARC meeting 5:30 PM	X
8/29	Committee minutes due to management office	X
8/29	Lock in agendas for Board meetings 1) Tree Work Bids 2) Overseeding Bid 3) Draft Reserve study & budget 4) Approve Insurance Quote	X
9/1	Manager works with agent to ensure Primary Residence Information Forms are being sent to all owners.	X
9/1	Manager posts agenda and distributes Board packets	X
9/3	Office closed for Labor Day	X
9/5	Board Meetings: Closed 4 PM, Open 5:30 PM	X
9/7	Nepenthe News published	X
9/11	ARC meeting 5:30 PM	N/A
9/11	Insurance, Legal and Safety Committee Meeting 5pm	X
9/20	Grounds Committee meeting 3:00 PM	X
9/25	Committee minutes due to management office	X
9/26	Lock in agendas for Board meetings - 1) Approve Budget 2)(Tabled until November)Gutter and Roof Cleaning	X
9/28	Manager posts agenda and distributes Board packets	X
9/29	Annual Education Forum "Living at Nepenthe: What you need to know"	X
10/3	Board Meetings: Closed 4:00 PM, Open 5:30 PM	X
10/6	Nepenthe News published	X
10/7	Winter weekend hours begin (9:00-1:00)	X
10/9	ARC meeting 5:30 PM	X
10/10	Mail Budget Disclosures to homeowners	
10/9	Insurance, Legal and Safety Committee Meeting 5pm	X
10/12	Grounds Committee meeting 3:00 PM	X
10/23	Finance Committee meeting 3:00 PM	X
10/29	Committee minutes due to management office	X
10/31	Lock in agendas for Board meetings - 1) Flood Insurance renewal -closed 2) Roof & Gutter cleaning proposal-closed 3) Coast contract -closed 4) Solar Criteria -open 5) Board Goals-	X
11/2	Manager posts agenda and distributes Board packets	X
11/1	Roof & Gutter Cleaning begins	
11/7	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
11/8	Grounds Committee meeting 3:00 PM	
11/9	Nepenthe News published - include Holiday Décor Policy	
11/13	ARC meeting 5:30 PM	

2018 Master Calendar

11/13	Insurance, Legal and Safety Committee Meeting 5pm	
11/22	Office Closed for Thanksgiving	
11/23	Office Closed for Thanksgiving	
11/26	Committee minutes due to management office	
11/28	Lock in agendas for Board meetings - 1) master calendar 2) 2019 Goals Discussion 3) Appoint Nominating Committee	
11/30	Manager posts agenda and distributes Board packets	
12/5	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
12/7	Nepenthe News published	
12/11	ARC meeting 5:30pm	
12/11	Insurance, Legal and Safety Committee Meeting 5pm	
12/13	Grounds Committee meeting 3:00 PM	
12/24	Committee minutes due to management office	
12/24	Office closed for Christmas	
12/25	Office closed for Christmas	
12/26	Lock in agendas for Board meetings: 1) Board Goals for 2019	
12/29	Manager posts agenda and distributes Board packets	
12/31	Closed for New Year's Eve	



Zone 1 Walk Notes – Prepared by Daniel Devlin

Objective

“Right Plant in the right place.” Enhance the landscape beauty, reduce water use, reduce maintenance and replacement costs, and improve safety. Always keeping in mind, the landscaping that is adjacent to the landscaping that is currently being review for improvement or changes. (Both Sides)

Facility Concerns	<ul style="list-style-type: none"> • Wood Borders at steps of several homes in Zone 1 and 2 to be replaced and inspected. Elite to inspect/bid for work.
Tree Follow Up	N/A
General findings and Landscape Notes	<p>Location- Clubhouse/Pool:</p> <ul style="list-style-type: none"> • Myrica needs aesthetic pruning. <p>Location- Clubhouse Pool:</p> <ul style="list-style-type: none"> • Prune Maple at gate. <p>Location- Clubhouse/ Tennis Courts:</p> <ul style="list-style-type: none"> • Make tree well for small Maple. <p>Location- 2317&2319 Swarthmore:</p>

- Prune at front entry.

Location- Front of 2239 Swarthmore:

- Prune loropetalum blocking address.

Location- Front of 18 Adelphi:

- Remove tree suckers.

Location- 1119 Commons:

- Aggressive turf, no edging with chemicals.

Location- Front of 1111 Commons:

- Trim camellia blocking address.

Location- Front 15 Adlephi:

- Use round up on tree suckers to try to kill roots from removed tree.

Location- Front of 14 Colby Court:

- Berm on Howe Ave remove privet sucker in holly.

Location- Front of 19 Colby Court:

- Make tree well.

Location- Colby Circle Central Bed:

- Make tree well for magnolia.

Location- 1111 Commons:

- Dry, inspect irrigation.

Location- Front of 19 Colby:

- Dry Ferns.

Future Enhancement
Notes:

Location- Clubhouse Pool:

- 2 dead Nandinas

Location- Side of Clubhouse tennis Court:

- One dead Podocarpus "Icee Blue", replace 5 failing/dead Sarcococca (Wrong plant for full sun).

Location- Front of 8 Adelphi:

- Ass Tall shrub and Small tree in Turf.

Location- Front of 12 Adelphi:

- Bare spot, add sod?

Location- Front of 16 Adelphi:

- Dead Azalea

Location- Front of 26 and 28 Adelphi:

- Need 2 mid-height shrubs at entry windows, perhaps Pieris Japonica "Variegata"

Location- Front of 30 Adelphi:

- Dead azalea

Location- Front of 35 Adelphi:

- Dead Viburnum Davidii, needs 5 shrubs for bare spots.

Location-1115 Commons:

- Switch failing Camellia for Sarcococca to match other side.

Location- Front of 1111 Commons:

- Dead Azalea

Location- Front of 19 and 21 Adelphi:

- Dead Azalea and fern in ivy.

Location- Front/Side of 1049 Commons:

- 2 Bare spots add Camellias?

Location- Side of 1065 Commons:

- Add 3 Sarcococca, at the front add 3-5 more holly at berm to match existing.

Location- Front of 19 Colby Court-

- Dead Japanese Maple.

Location- Front of 17 Colby Court:

- 2 Failing azaleas.

Location- 2318 American River:

- Dead azalea

Location- Front of 2316 American River:

- Dead Camellia.

Location- Front of 3 Colby:

- Dead Azalea

Location- Side of 4 Colby:

- Shrub needed

Location- Front of 11 Adelphi:

- Add new Shrub

Location- 37 Adelphi:

- Add new Shrub? Current shrub is to tall and covering mail slot.

Location- 22 Adelphi:

- Old Shrub, remove and replace with?

Location- Left of Front door at 1127 Commons:

- Remove failing Azalea.

Location: Left/Front of 1125 Commons:

	<ul style="list-style-type: none">• Old/failing Azalea. <p>Location- Front of 1121 Commons:</p> <ul style="list-style-type: none">• Remove dead Azalea
Areas/questions for discussion:	<ul style="list-style-type: none">• Add Osmanthus "Goshiki" to new plant list.
Miscellaneous:	N/A

ZONE 2 MISSING SHRUBS

updated 10/08/18

ADDRESS	LOCATION	DESCRIPTION	ACTION
1056 Vanderbilt	front	missing shrub	"
1112 Vanderbilt	front	missing plants	on view list - hi priority
1130 Vanderbilt	front	missing shrub	"
1136 Vanderbilt	alley/side	missing plants	Replace when planting resumes
1146 Vanderbilt	alley	missing tree or shrub	"
1152 Vanderbilt	right of front door	missing shrubs	"
1158 Vanderbilt	alley	missing shrub	"
1164 Vanderbilt	left of front door	missing shrub	"
1206 Vanderbilt	front	missing shrubs in front of wall	"
1212 Vanderbilt	front and side	drowned shrubs - Rhododendron x3; Azalea	"
1230 Vanderbilt	alley	missing shrub next to driveway	"
1236 Vanderbilt	front and side	dying shrubs - Daphne x2	"
1242 Vanderbilt	side alley	Missing shrubs	"
1248 Vanderbilt	front		"
1260 Vanderbilt	side	dead Azalea	"
1266 Swarthmore	alley	missing plants	"
1272 Swarthmore	alley	missing plants	"
1300 Commons	front	missing plants	on view list - hi priority
1310 Commons	alley	missing plants	Replace when planting resumes
1314 Commons	alley	missing plants	"
1330 Commons	alley	missing plants	"
1330 Vanderbilt	front	dead Gardenia	"
1372 Commons	alley	dead Nandina	"
2232 Swarthmore	front	no shrubs	"
2241 Swarthmore	front	dying Azalea	"
2242 Swarthmore	side	missing shrub	"
2245 Swarthmore	front	dead Azalea	"
2247 Swarthmore	front	dying shrub	"
2249 Swarthmore	front	shrubs removed/not replaced	on view list
2251 Swarthmore	side	shrub removed/not replaced	on view list

ZONE 2 GROUNDS ISSUES

ADDRESS			DESCRIPTION	SPECIES	TREE TAG	DATE NOTED	RESOLVED	Notes from Zone Walk
House #	Street	Location						Date: 08-24-18
1300	Commons	front	missing plants			08/24/18		add to view list - hi priority
1300	Commons	side	irrigation lines flooded			10/08/18		
1310	Commons	alley	missing plants			08/24/18		
1314	Commons	alley	missing plants			08/24/18		
1330	Commons	alley	missing plants			08/24/18		
1372	Commons	alley	dead shrub	Nandina		08/23/18		
1390	Commons	front	dead shrubs	Azalea		10/08/18		
	Greenbelt: Commons to Village 3		brown patches in turf			8/18/18; 10/08/18		irrigation coverage being evaluated
1266	Swarthmore	alley	missing plants			08/24/18		
1272	Swarthmore	alley	missing plants			08/24/18		
2232	Swarthmore	front	bare dirt; no shrubs; broken sprinkler (head missing, flooded)			8/23/18; 10/08/18		plant in winter - hi priority
2241	Swarthmore	front	dying shrub	Azalea		08/23/18		
2242	Swarthmore	side	missing shrub			10/08/18		
2242	Swarthmore	front	dead grass (half-moon area)			10/08/18		
2243	Swarthmore	front	dead/dying tree	birch	451	10/08/18		
2244	Swarthmore		overgrown groundcover	Vinca		08/23/18		
2245	Swarthmore	front	dead shrub	Azalea		08/23/18		
2247	Swarthmore	front	dying shrub			08/23/18		
2249	Swarthmore	front	multiple shrubs removed and not replaced	Raphiolepis and azaleas		8/18/18; 10/08/18		replant in winter/add to view list
2249	Swarthmore	front	hydrangea being engulfed by ivy - please help	Hydrangea		10/08/18		
2251	Swarthmore	front/side	tree removed and not replaced	Coast Redwood		8/18/18; 10/08/18		on view list
2251	Swarthmore	side	Shrub removed and not replaced	Raphiolepis		8/18/18; 10/08/18		on view list

ZONE 2 GROUNDS ISSUES

ADDRESS			DESCRIPTION	SPECIES	TREE TAG	DATE NOTED	RESOLVED	Notes from Zone Walk
House #	Street	Location						Date: 08-24-18
2251	Swarthmore	front/side	stressed tree; concrete lifting - trip hazard	Coast Redwood	441	8/18/18; 10/08/18		concrete may need to be re-routed around roots; Bettsi to check with Paul on adding to treatment list for deep-root watering.
2251	Swarthmore	front	shrubs being engulfed by ivy	Gardenia, Azalea, Loropetalum		10/08/18		
2255	Swarthmore	side	tree removed and not replaced	Birch		8/18/18; 10/08/18		add to view list
2255	Swarthmore	front	pruning needed to correct branch growth	Styrax - 'snowbell'	no tag	8/18/18; 10/08/18	Maybe??	Structural pruning needed (arborist)
2255	Swarthmore	front	Snowbell has suckers	Styrax - 'snowbell'	no tag			
2261	Swarthmore	front	stressed tree	Birch	no tag	08/18/18		
2262	Swarthmore	front	dead shrub	Azalea		08/23/18		
2263	Swarthmore	front	dead tree	Dogwood	no tag	08/18/18	Yes	remove tree now; replant in winter
2264	Swarthmore	front	bare area - Green Belt			8/23/18; 10/08/18		
2266	Swarthmore	front/side	homeowner created path in common area landscaping			10/08/18		
2273	Swarthmore	front	shrub missing			10/08/18		
2285	Swarthmore	front/GB	dead shrubs	Rhododendron x3		8/24/18; 10/08/18		add to view list
2285	Swarthmore	front/GB	irrigation lines flooded			10/08/18		
2287	Swarthmore	front	missing plants			8/24/18; 10/08/18		
1026	Vanderbilt	front	stressed tree	Japanese maple	no tag	08/18/18	Yes	drought stress, should grow out of it
1026	Vanderbilt	front	shrub needs pruning away from light pole	Cornus sericea	no tag	10/08/18		

ZONE 2 GROUNDS ISSUES

ADDRESS			DESCRIPTION	SPECIES	TREE TAG	DATE NOTED	RESOLVED	Notes from Zone Walk
House #	Street	Location						Date: 08-24-18
1056	Vanderbilt	front	missing shrub			10/08/18		
1112	Vanderbilt	front	too wet; plants missing; rock mulch and bare areas look very bad			8/24/18; 10/08/18		Netifim leaking; add to view list - hi priority
1112	Vanderbilt	side	irrigation line flooded			10/08/18		
1130	Vanderbilt	front	missing shrub			10/08/18		
1136	Vanderbilt	alley/side	missing plants/exposed Netfim lines - WIP?			8/24/18; 10/08/18		
1136	Vanderbilt	alley	missing plants			10/08/18		
1146	Vanderbilt	alley	missing tree/shrub			10/08/18		
1146	Vanderbilt	front	Lage shrub planted too close to bldg - does it need to be moved?	Incense cedar???		10/08/18		
1152	Vanderbilt	front; right of front door; alley	missing shrubs	?		8/23/18; 10/08/18		
1158	Vanderbilt	alley	missing plant			10/08/18		
1158	Vanderbilt	front/side	irrigation lines flooded			10/08/18		
1164	Vanderbilt	front; left of front door; alley	missing shrubs	?		8/23/18; 10/08/18		
1206	Vanderbilt	front	too wet			8/23/18; 10/08/18	Yes?	Netifim run time too long
1206	Vanderbilt	front	missing shrubs in front of wall			10/08/18		
1212	Vanderbilt	front and side	dying shrubs; too wet	Rhododendron x3; Azalea		8/23/18; 10/08/18		Netifim run time too long
1230	Vanderbilt	alley	missing shrub next to driveway; hole flooded			8/23/18; 10/08/18		

ZONE 2 GROUNDS ISSUES

ADDRESS			DESCRIPTION	SPECIES	TREE TAG	DATE NOTED	RESOLVED	Notes from Zone Walk
House #	Street	Location						Date: 08-24-18
1236	Vanderbilt	front and side	stressed shrubs; too wet	Daphne x2		8/23/18; 10/08/18	yes??	Netifim run time too long
1236	Vanderbilt	front	Copious water spouts	Zelkova	538	8/18/18; 10/08/18		arborist to prune?
1242	Vanderbilt	side alley	dead shrub; too dry	unknown		08/18/18		irrigation coverage indadequate
1242	Vanderbilt	side	2nd dead shrub	Buxus??		10/08/18		
1248	Vanderbilt	front	missing shrub; too dry (lawn)	unknown		8/18/18; 10/08/18		irrigation coverage indadequate
1254	Vanderbilt	front	too dry			08/18/18		irrigation coverage indadequate
1260	Vanderbilt	side	dead shrub; too wet	Azalea		8/18/18; 10/08/18		check irrigation
1260	Vanderbilt	alley	needs a shrub to keep people on paved path			10/08/18		
1292	Vanderbilt	alley	dripping faucet			10/08/18		
1312	Vanderbilt	front	homeowner created path in common area landscaping			10/08/18		
1330	Vanderbilt	front	dead shrub	Gardenia		08/23/18		check irrigation
1056-1066	Vanderbilt	front	irrigation line next to bldg flooded			10/08/18		
1164-1170	Vanderbilt	front/side	irrigation lines flooded			10/08/18		
1218-1224	Vanderbilt	alley	ivy growing onto driveway	Ivy		10/08/18		
1330-1336	Vanderbilt	alley	homeowner requested removal of Rubus on 08/24 zone walk	Rubus		10/08/18		

ZONE 2 GROUNDS ISSUES

ADDRESS			DESCRIPTION	SPECIES	TREE TAG	DATE NOTED	RESOLVED	Notes from Zone Walk
House #	Street	Location						Date: 08-24-18

 to be visited on Zone Walk 10-12-18



Zone 2 Walk Notes – Prepared by Daniel Devlin

Objective

“Right Plant in the right place.” Enhance the landscape beauty, reduce water use, reduce maintenance and replacement costs, and improve safety. Always keeping in mind, the landscaping that is adjacent to the landscaping that is currently being review for improvement or changes. (Both Sides)

Compliance Issues	N/A
Tree Follow Up	N/A
General findings and Landscape Notes	<p>Location- 1433 Commons Alley:</p> <ul style="list-style-type: none"> • Clean up suckers and ivy. <p>Location- Front of 1009 Dunbarton:</p> <ul style="list-style-type: none"> • In need of weed abatement. <p>Location- 1101 Dunbarton:</p> <ul style="list-style-type: none"> • Remove ivy from house.

	<p>Location- Side of 907 Dunbarton:</p> <ul style="list-style-type: none"> • In need of weed abatement. <p>Location- 903 Dunbarton:</p> <ul style="list-style-type: none"> • Remove Ivy from wall. <p>Location- 815 Dunbarton Alley:</p> <ul style="list-style-type: none"> • Repair broken netafim.
<p>Future Enhancement Notes:</p>	<p>Location- Side of 1433 Commons:</p> <ul style="list-style-type: none"> • In need of shrubs and tree at fence. <p>Location- Front of 1109 Dunbarton:</p> <ul style="list-style-type: none"> • Add rubus and check irrigation with planting installation. <p>Location- 1103 Dunbarton:</p> <ul style="list-style-type: none"> • Remove dead Azalea. <p>Location- 1101 Dunbarton:</p> <ul style="list-style-type: none"> • Dead Rhodie and missing shrub <p>Location- 817 Dunbarton:</p> <ul style="list-style-type: none"> • Bare spots, add sod?

	<p>Location- Front of 805 Dunbarton:</p> <ul style="list-style-type: none">• Add shrubs. <p>Location- Front of 803 Dunbarton:</p> <ul style="list-style-type: none">• Add plants.
Areas/questions for discussion:	<ul style="list-style-type: none">• Turn down run times for zone 3.
Miscellaneous:	N/A



Zone 4 Walk Notes – Prepared by Daniel Devlin

Objective

“Right Plant in the right place.” Enhance the landscape beauty, reduce water use, reduce maintenance and replacement costs, and improve safety. Always keeping in mind, the landscaping that is adjacent to the landscaping that is currently being review for improvement or changes. (Both Sides)

Compliance Issues	N/A
Tree Follow Up	N/A
General findings and Landscape Notes	<p>Location- Front of 1405 and 1407 Commons:</p> <ul style="list-style-type: none"> • Make tree wells in turf. Remove ivy from fence. <p>Location- Entry to Dunbarton Cabana:</p> <ul style="list-style-type: none"> • Remove ivy from plants. <p>Location- Side of 100 Dunbarton:</p> <ul style="list-style-type: none"> • Spray/remove sedge and tree suckers. <p>Location- Side of 106 Dunbarton:</p>

- Remove ivy from house.

Location- Dunbarton Pool:

- Remove weeds and make tree wells.

Location: 708 Dunbarton:

- Remove scabapple suckers.

Location- front of 302 Dunbarton:

- Prune out dead branches in large Azalea.

Location- 214 Dunbarton:

- Remove tree suckers in ivy.

Location- 202 Dunbarton Alley:

- Make a tree well and cut Nandinas to base growth.

Location- Front of 300 Dunbarton at street:

- Cut ivy off curb.

Location- Front of 104 Dunbarton:

- Pick up leaves behind shrubs from pruning.

Location- 302 Dunbarton Alley:

- Pull/remove ivy from fence.

Location- 308 Dunbarton:

- Remove/spray sedge

Location- 306 Dunbarton:

- Make tree well at Maple in turf adjacent, edge ivy from path.

Location- Side of 516 Dunbarton:

- Pull ivy back from plants and make a tree well for the Maple.

Location- Front of 512 Dunbarton:

- Make tree well for Dogwood.

Location- Side of 510 Dunbarton:

- Remove ivy from plants and from dry creek bed.

Location- 1423 Commons:

- Make tree wells in Rubus for Redbuds.

Future Enhancement
Notes:

Location- Side of 1403 Commons :

- Needs shrubs

Location- Side of 1407 Commons:

- Add Camellias at house, add 1 Daphne at Alley.

Location- 104 Dunbarton Alley:

- Dead Azalea

Location- Side of 100 Dunbarton:

- Dead Camellia "Yuletide"

Location- Side of 200 Dunbarton:

- Dead Azalea.

Location- Side of 102 Dunbarton:

- Add Loropetalums?

Location- Side of 106 Dunbarton:

- Dead Camellia. "Yuletide"

Location- Dunbarton Pool:

- 2 Dead Camellia.

Location- Side of 706 Dunbarton:

- Add variegated Loropetalum.

Location- Side of 206 Dunbarton:

- 3 Dead Euonymus

Location-Front of 214 Dunbarton:

- Add a Japanese Maple in ivy with an ample tree well.

Location- Side of 216 Dunbarton:

	<ul style="list-style-type: none"> • Add Camellia Japonica <p>Location- Side of 302 Dunbarton:</p> <ul style="list-style-type: none"> • Add 2 Caemllia Japonica <p>Location- Front of 306 Dunbarton:</p> <ul style="list-style-type: none"> • Remove large failing camellia and replace with a new one. <p>Location- Side of 506 Dunbarton:</p> <ul style="list-style-type: none"> • 2 dead xylosma replace with purple Loropetulem. <p>Location- Front of 702 Dunbarton:</p> <ul style="list-style-type: none"> • Add understory tree and 2 azaleas. <p>Location- Side of 204 Dunbarton:</p> <ul style="list-style-type: none"> • Add Daphne's at wall. <p>Location- 706 Dunbarton:</p> <ul style="list-style-type: none"> • Replace 2 Fatsia
Areas/questions for discussion:	
Miscellaneous:	N/A

October 12, 2018

TO: Nepenthe

RE: Landscaping and Related Issues

Pruning

When **GP** used to prune bushes, they would blow away the trimmings AND rake around the bushes afterward. **Coast** pruned around our house and left the trimmings behind. After several days, we finally raked them up and put them in bags. They did not blow around the bushes probably because **GP** had, for some reason, put bark there. **Coast** then came around and trimmed the ivy. That was good, however, they left runners attached to the large tree trunks in the commons, which we went out and trimmed away ourselves.

Mowing

Every time **Coast** mows on their big riding mower, they take big divots out of the lawn where they turn the mower on the tight little patches of lawn around our house. These do not grow back. We now have large circles of dirt patches that used to be lawn and the number is increasing each time they mow. Also, they have left piles of mown grass in the lawn or on the sidewalk that probably fell from the blades when the mower was stopped. They did not pick up these piles, so we picked them up and bagged them.

Weeds

We have been told **Coast** is working on weed abatement. We did notice one tall weed next to our front door and planned to pull it out. Apparently, they did spray it with herbicide. A few days later, the weed and all the ground cover for a foot around it, was dead. Why didn't they just pull it out rather than kill all the nice green plants around it?

Irrigation

During **Coast's** first 2 weeks on the job, we had several 100 degree days. All the grass around our house turned straw colored, the bushes were getting brown, and 2 new trees became limp and lost leaves. We looked for the sprinklers and found 2 of them overgrown with dirt and grass, so we dug them out. We submitted a request to the front office to have the area checked. A few days later, we got an email stating that the problem was solved. However, it did not specify what the solution was. We assumed they had found an entire station turned off and so they turned it on again, because most of the area began to come back. It doesn't appear they checked the sprinkler heads we dug out though, because there is still a large patch of lawn that is dead. It had once been a full green lawn.

Branches and Trash

After mowing, **Coast** blows the alleys and walkways. When they do this, they blow everything up onto the lawn, and usually up on our front porch. It is then left there. **GP** used to blow the detritus away from the porch and then blow the stuff on the grass into piles and then haul them away.

Before mowing, or more often if there is a windy day, **GP** used to come around and haul away downed branches. It appears **Coast** does not. A 5 foot long branch lay out on the common near our house for about a month. Each week, **Coast** would drive their big old mowing machine right up over it. We finally broke it up in pieces and put it in a bag. There are now a number of branches lying around. In fact, there was one on the alley that they must have thrown up on the lawn instead of taking it away.....and there it sits still. Some of this redwood debris is blown up over the sprinkler heads so that the lawns don't get proper watering.

Presence

Every day, even when they were not mowing, we saw **GP** people out and about working on sprinklers, weeding, hauling, pruning, removing dead animals, etc. Their trucks were always around. Where is **Coast**? We see 2 guys around our house on mowing day.

Possible Solutions

The appearance is that **Coast** does the minimum, coming through quickly and not paying attention to detail, so that the areas don't look nice, even when they have just been through. The exception is along Commons and by the clubhouse, which always seem to look nice. However, we all pay the same HOA dues and should get to have the same service.

Coast should walk each area before mowing and remove all branches (and perhaps pull some of the larger weeds). On the walk, they should note areas that appear to have irrigation problems like dead grass and bushes and then come back to make any needed repairs. They should use a smaller mower for smaller areas. They should do a final blow cleanup of all detritus from the lawn areas, after mowing and blowing the sidewalks.

They should rake after large-scale pruning. They should use herbicide only on areas where the weeds are easy to get to, or pervasive.

If a resident submits a request, the response email should note what was done to complete the work, instead of just stating COMPLETE.

Now that fall is here, this is the optimum time for planting grass seed, and small bushes. Since **Coast** is responsible for much of the dead grass patches and bushes, they

should be seeding and replanting at their expense, or at least sharing the cost with Nepenthe. If they wait until spring, this place will resemble an abandoned property and require much more costly expenditures.

They most likely need a few more people working simultaneously and more oversight staff looking for areas that need attention. If they are unwilling to hire more people and put in more time, and use more appropriate equipment, Nepenthe should pursue a new landscaping company and terminate the contract with **Coast**.

*A related issue is the trash that seems to be more prevalent, like an old hose that sat out in the common for some time, cigarette butts, and stray paper. Either **GP** used to get rid of this stuff, or perhaps Roger did. With both Roger and **GP** gone, the trash is becoming more unsightly.*

Many of us moved from our homes on large properties to escape the yard work. We have been willing to pay almost \$500/month on HOA fees to have this done for us. We often notice how nice the landscaping is in the non-Nepenthe areas of Campus Commons. They pay less than half the HOA fees. We wonder how do they afford such good gardeners?

Don Ellwanger
1221 Vanderbilt Way

Date: October 18, 2018

To: Nepenthe Board, First Service Residential

RE: Condition of Grounds and Landscape Services

From: Kelly Cole, 700 Elmhurst Circle

I feel fortunate to live in this community. It retains a consistent presence on "top places to live in the Sacramento area" lists, we enjoy close proximity to the American River Parkway as well as good shopping and restaurants, and our neighborhood is considered to be an urban forest.

While recent years of drought conditions have presented challenges to keeping our grounds green and beautiful, the overall condition of our grounds does not reflect the reputation of our community. It lacks curb appeal and pride of ownership (yes, belonging to an HOA means I share ownership with everyone here). In the eight years I have lived here, the condition of the grounds has continued to deteriorate.

GP gave the feeling that they shared our vision of our grounds and seemed to be invested in our community. They provided some much needed improvements to the landscaping infrastructure in the form of an automated sprinkler system and driplines, for example. And personally, I liked the crew and so did my dogs. However, the condition of the grounds seemed to suffer under their care with weeds overtaking flower beds and plant choices that did not make sense for a community of our size.

We have now had our new landscaping crew for a couple of months now. I have had conversations with other Nepenthe residents and we share frustration with what is happening to our once beautiful community. Coast's presence seems to be smaller, the grounds are a mess and the crew lacks an awareness of the many walkers and dog walkers, refusing the right of way by continuing to mow, blow and block sidewalks with their equipment. Their riding, mulching mowers leave black tread marks on the sidewalks, divots in the soil and the mulched leaves leave a messy appearance to a just mowed lawn. Their process seems to be to get through their work as fast as they can and it shows. Gone is the feeling that they are happy to be here and are invested in making this relationship work. And, what happened to the crew that was supposed to be devoted to watering and sprinkler repair? What happened to the tennis courts being cleaned twice a day according to the schedule we received? Additionally it does not appear that their crews have an on-site supervisor or crew leader? We are lacking supervision and clearly defined expectations of their work from both a Coast supervisor and a FSResidential representative that should provide daily reviews.

We need a company that will provide a level of care, attention to detail and beauty that represents the reputation of our community. For example, I would love to see some seasonal bedding flowers again around the clubhouse and the private street signs. As things stand today, I do not see Coast being the company that can elevate us back to a better standard and would request that the board put in place a well defined standard of care or consider another landscape company.

Respectfully,
Kelly Cole

Bettsi Ledesma

From: Greg Beale <gbeale1@icloud.com>
Sent: Wednesday, September 19, 2018 11:27 PM
To: Bettsi Ledesma
Subject: Re: Revised Proposed Solar Criteria comment to the Board

Follow Up Flag: Follow up
Due By: Monday, September 24, 2018 8:00 AM
Flag Status: Flagged

Please pass this on to the Board for their information:

A couple comments is all. Your preoccupation with the aesthetics of the inverter are unfair and unfounded. I am constantly amazed that this is an obsession of the committee when air conditioning units, and ugly external piping for water and gas, are well in view on almost all houses.

Inverters are half the size now than just three years ago. Moreover the emergency switch off mechanism must be externally accessible, and can't be inside the garage.

"The peripheral equipment, including any conduit, inverter, etc., associated with the installation of roof panels shall be located in an area that will minimize the visual and aesthetic impact on the community. The first locations to be considered for peripheral equipment shall be the interior walls of the garage."

45 days. How about 30 days for approval. These things take a long time anyway because SMUD has its legal timelines to adhere to.

We have been solar panel owners for years, both in REDDING and here. With energy costs sure to go up, going solar will be more and more in demand. I suggest a proactive approach to this, it will raise home values and increase the reputation of our community!

Sent from my iPad

On Sep 19, 2018, at 2:08 PM, bettsi.ledesma@fsresidential.com wrote:

Nepenthe Association
C/O Onsite Nepenthe
Club - 1131 Commons Dr
Sacramento, CA 95825
Ph: 916-929-8384
Fax: 916-929-1773



September 19, 2018

GREGORY BEALE / JANICE BEALE
1544 Saint Andrews Dr
Redding CA 96003 USA

RE: REVISED Proposed Solar Criteria

Dear GREGORY BEALE / JANICE BEALE:

Yesterday I emailed you the text of the proposed solar criteria. Unfortunately, I made an error. I neglected to include one clause which was added to the document at the last meeting of the Architectural Review Committee.

Here is the excerpt from the minutes:

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, August 14, 2018 at 5:30 pm in Clubhouse

3. Discussion on revised Proposed Nepenthe Solar Rules and Section 24 of the ARC Guidelines. Review Jenny's final drafts. Joel noted a passage that was supposed to be included was not. It was motioned, seconded and passed that section 5.B. should include "becomes inoperable" as basis for removal. Text drafted by Joel was provided for insertion in the draft where appropriate.

Following was the text provided during the July ARC meeting:

Owner Responsibilities

5. Owners must:

b. Be responsible for the costs for the maintenance, repair, and replacement of the solar

energy system until the system has been removed; and inoperable systems must either be fixed or removed from the property (at the owner's expense) within one (1) year of becoming inoperable.

I have added this phrase to clean version that I emailed to you yesterday (see attached). I apologize for the confusion and please let me know if you have any questions about this Proposed Solar Criteria.

Sincerely,

Bettsi Ledesma
General Manager Property Ops

[View Attachment\(s\)](#)

If the above link is not clickable please copy and paste the link below into your browser's address window:

<http://california.fsrconnect.com/cq07QdcO90iTbru/NDc1NDU%3d/mcqkxnebj.dr2.aspx>

Click here to [Unsubscribe](#)

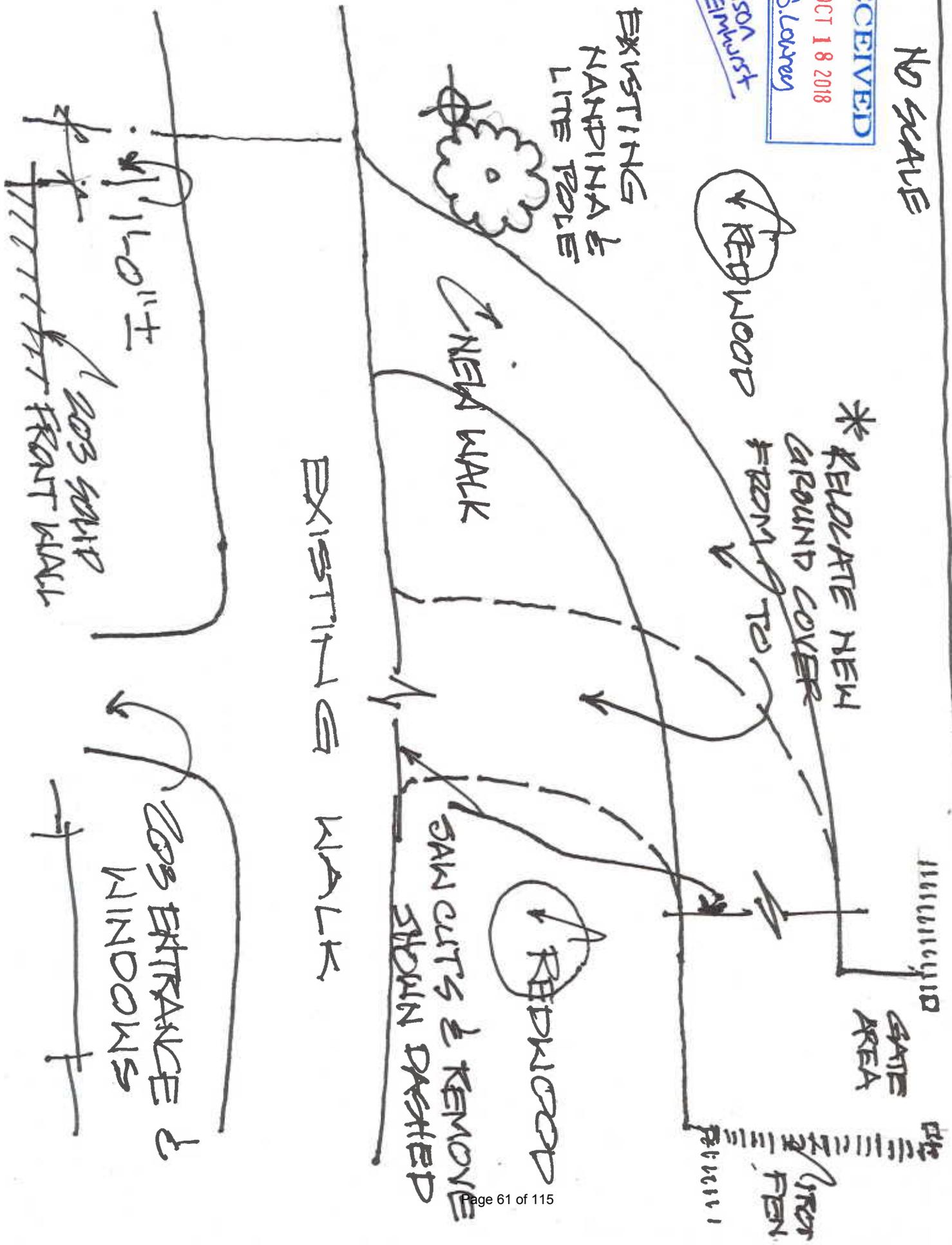
mc: 47545

IMPROVED WALKWAY @ 203 AREA → POOL & DECK

NO SCALE

RECEIVED
OCT 18 2018
BY: S. Lowrey

From N. J. SIMON
@ 203 Emmersley



Bettsi Ledesma

From: Greg Beale <gbeale1@icloud.com>
Sent: Tuesday, October 16, 2018 12:00 PM
To: Bettsi Ledesma
Cc: Nancy Arndorfer
Subject: Gutters

FYI, I cleaned out my gutters this morning by hand. I have a long ladder and a tool so it isn't that tough.

What I found was very alarming. The foliage in the gutters was very old and extremely dry. I mean tinder dry!

During the rainy season I cleaned my gutters often because they kept getting plugged up and overflowed. This hazard has developed over the summer.

The yearly blow out of gutters simply is not enough with the change in climate (weather) that is showing up today with temperatures in the 80s at the end of October.

With all the trees in Nepenthe the amount of leaves, stems; etc., is overwhelming.

I am asking that you put on the agenda that the HOA will install gutter guards/screens (easily installed) for every home in the development. These are relatively inexpensive and very easy to install.

Gutter fires are one of the most common way that fire is transmitted from one home to another, and with our especially tree laden home (which I love by the way) the amount of gutter refuse is simply too much for the climate that has created a new normal.

We are doubly endangered because the trees give off round ball like seeds that dry to the consistency of balsa wood!

I am sending this to the law and liability committee that I am a member of.

I know that gutter screens have been mentioned before. We had them almost in Redding, because of pine needles fell into rain gutters and plugged them and created a real fire hazard.

I will bet that some of the homes that burned down up there did not have gutter screens...

Greg Beale
gbeale1@icloud.com



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
October 3rd, 2018, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER 5:30 PM

Present	Arrival	Board Member	Position	Departure
x		Frank Loge	President	5:51pm
x		Linda Cook	Vice President	5:51pm
x		Christina George	Treasurer	5:51pm
		Steve Huffman	Secretary	
x		Jan Summers	Member at Large	5:51pm

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on October 3rd, 2018 to consider matters relating to personnel, contract negotiations, legal matters and member discipline.

III. COMMITTEE REPORTS

- a. Architectural Review Committee- Had no September meeting; No report
- b. Finance Committee- Reviewed the investment prospectus from FirstService Financial advisors.
- c. Grounds Committee Insurance- Chair Don Landsittel spoke on current grounds activities and their minutes reflected the review of the most recent tree report.
- d. Legal and Safety Committee- Met to review the quotes for insurance and provided recommendations to the Board of Directors.
- e. Outreach Committee- Discussed specifics in preparation for the Homeowners forum and their minutes reflected the first two community events of fall.

IV. MANAGEMENT REPORT

- a. Report
- b. September Nepenthe News
- c. Master Calendar
- d. Facility Manager Zone Walk Notes

V. HOMEOWNER CORRESPONDENCE

The Board reviewed correspondence from one homeowner.

No Action- Review Only

VI. HOMEOWNER COMMENTS

One homeowner addressed the board regarding tree maintenance.

VII. CONSENT CALENDAR

Resolution: The Board approves Consent Calendar items A to F as presented.

Motion: Linda Cook

Second: Jan Summers

Vote: All in Favor

Begin Consent Calendar

a. Approval of Minutes September 5th, 2018 Open Session Minutes

Resolution: The Open Session minutes dated September 5th, 2018 were approved as presented.

b. Approve Investment Prospectus

Resolution: The Board approved the Banking Analysis statement as presented by FirstService Residential Financial Advisor, Karla Chung, as recommended by the Finance Committee.

c. Financial Statement: August 2018

Resolution: The Board accepted the August 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a positive year to date variance of \$21,579 and reserve funding of \$1,450,020 compared to the reserve funding budget of \$1,407,928. The reserves are funded through August 2018. The Association has \$416,927 in operating funds, which represents 1.43 months of budgeted expenses and reserve contributions. The Association has \$6,665,488 in reserve funds.

d. Appoint Committee Members for 2018-2019

The homeowners listed below have submitted their applications for appointment to the referenced committees. All of them have agreed to abide by Nepenthe's Conflict of Interest Policy.

- i. Ken Luttrell, Architectural Review Committee**
- ii. Melissa Currier, Insurance, Legal and Safety Committee**

Resolution: The Board appointed the committee members as listed on the October 3rd, 2018 Open Session Agenda.

e. Contribute to the CAI – CLAC

Nepenthe has a long history of supporting the efforts of this organization; CAI CLAC-Community Associations Institute, California Legislative Action Committee.

The "Buck A Door or More" is an item budgeted for each year. A long form resolution is enclosed in the Board packet as is an information flyer about CLAC.

Action required: Board resolution

Resolution: The Board approved the donation of \$590 to Community Associations Institute, California Legislative Action Committee to be paid from the operating budget.

f. **Lien Resolution**

Per the enclosed Resolution dated September 14th, 2018, Management is requesting authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the Intent-to-Lien letter.

Account Number	Past Due Amount
1938-02	\$976.00
1959-02	\$1,464.00
2394-03	\$1,952.00

End Consent Calendar

VIII. UNFINISHED BUSINESS

a. **Revised Solar Criteria**

The Architectural Review Committee has performed an extensive review of the criteria and has made some modifications to allow for continuity and to address some things that were missing in the original version prepared by Nepenthe's general counsel. Management has returned to the attorney for one more review and then published to the membership for a final thirty-day comment period. Recommended adoption date: November 7, 2018.

No Action: Tabled until November open session meeting.

IX. NEW BUSINESS

a. **2019 Budget Draft Review**

Management has prepared the draft version of the 2019 Budget. It has been included as a separate packet for Board review.

Resolution: The Board directs management to incorporate the director's comments and forward the draft to the Finance Committee by close of business, Friday 10/5/2018 for review and recommendations before it's approved at the November 7th open session.

b. **2019 Goal Discussion**

The Nepenthe Board of Directors has a long-standing tradition of adopting yearly goals pertinent to the association for the Board to focus on achieving. The Directors were

asked to forward goals they would like to discuss at the next meeting, to the General Manager by October 29th for inclusion in the November 7th, 2018 Board packet.

No action: Discussion only

c. **Update on Water Meter Analysis**

A verbal report was given to the membership by Director Cook on the current status of the Water Meter Analysis.

No action: Board discussion

d. **Review Tree Care Proposal from The Grove Total Tree Care**

On September 4th, Paul Dubois, arborist from The Grove Total Tree Care walked Zone 5 with management, Coast and Grounds Committee members. Various maintenance items were noted and 2 trees are recommended for removal.

Resolution: The Board approved the proposal from The Grove Total Tree Care in the amount of \$20,100 payable from Reserves which has a remaining allocation for 2018 of \$66,943, with the 2 highlighted trees recommended for removal to be tabled for approval until the November Open Session after the Committee has reviewed them with arborist Paul Dubois.

X. HOMEOWNER COMMENTS

No homeowner chose to address the board at this time.

XI. NEXT MEETING: Wednesday, November 7th, 2018 at 5:30 pm in the Nepenthe Clubhouse

XII. ADJOURN 5:51pm

NEPENTHE ASSOCIATION

CASH BASIS FINANCIAL STATEMENTS

FOR THE MONTH AND NINE MONTH(S) ENDED
SEPTEMBER 30, 2018

CONTENTS

FINANCIAL SUMMARY REPORT	
CASH FLOW REPORT	
COMPARATIVE BALANCE SHEET	A
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THE ACCOMPANYING FINANCIAL STATEMENTS ARE SUBJECT TO AUDIT
AND ARE ONLY INTENDED FOR THE ASSOCIATION'S INTERNAL USE.

PREPARED BY:



FirstService
RESIDENTIAL
Page 67 of 115

NEPENTHE ASSOCIATION

FINANCIAL SUMMARY

Fiscal Year End: December 31, 2018

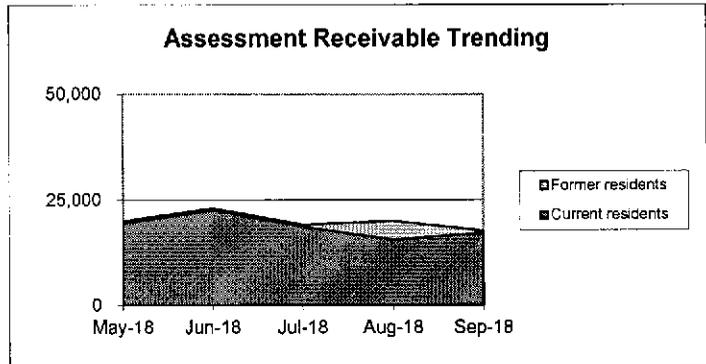
For the Month Ended: September 30, 2018

CASH SUMMARY

	<u>This month</u>	<u>Last Month</u>	<u>Change in Cash</u>	
Operating cash	417,197.48	416,927.20	Increase in Cash	270.28
Reserve Cash General Reserve	6,833,131.13	6,665,488.21	Increase in Cash	167,642.92
Adj Operating Cash (see note 1)	339,108.24	298,481.87	Increase in Cash	40,626.37
Average budgeted expenses / month		292,241.00		
Average # of months of available cash		1.43		
Percent Funded Per 2016 Reserve Study		41%		

ASSESSMENT SUMMARY

Monthly Assessment Budget	287,921.00
Assessment Cash Received	249,225.45
Total Assessments Receivable	
0-30 days (see note 1)	10,434.03
31-60 days late	0.00
61-90 days late	2,897.71
over 90 days late	4,227.40
Total Assessments Due	17,559.14
Other Receivable	9,690.73
Total Owners Receivable	27,249.87
Past Residents Assessments Rec.	488.00
Prepaid Assessments	78,089.24



OPERATING SUMMARY

Category	September Expenses	YTD Expenses	YTD Budget	YTD Variance	Negative YTD Variances > \$2500
Utilities	4,936	73,340	76,725	3,385	Water
Landscape	34,868	283,766	274,500	(9,266)	Sprinkler Repair
Common Area	11,187	192,722	102,105	(90,617)	See Note 3
Management/On-Site Admin	30,133	305,019	302,877	(2,142)	General Counsel, Website
Insurance	26,556	302,061	290,043	(12,018)	Flood Insurance
Total Operating Expenses	107,680	1,156,907	1,046,250	(110,657)	Spending overbudget year-to-date

RESERVE SUMMARY

Contribution to Reserves this month:	175,991.00	Rsv Disbursement this month:	14,338.81
Contribution to Rsvs Year-to-Date:	1,626,011.30	Rsv Disbursement YTD:	1,052,688.68
Interest on reserve funds Year-to-Date:	39,964.54		

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. Pool Equipment Repair, Patrol Service, Gutter & Downspout Cleaning, Repair & Maintenance

Nepenthe's Year To Date Cash Flow

Sources/Uses	Operations	Reserves
Beginning Balance 1/01/2018	256,783	6,219,844
Prior year Due from Management		
Plus Income	2,735,422	
Reserve Investment Income		39,965
Contributions to Reserves		1,626,011
Pending Reserve Expense	(27,769)	
Accounts Payable	235,680	
Due from Vendor		
Less Operating Expenses	(1,156,907)	
Reserve Fur ##	(1,626,011)	
Reserve Expenses		(1,052,689)
Ending Balance 9/30/2018	417,197	6,833,131

Budget Report

Actual year-to-date income of \$2,735,421.77 versus year-to-date budgeted income of \$2,630,169.00 produced a positive year-to-date income variance of \$105,252.77.

Actual year-to-date operating expenses and reserve contribution of \$2,782,917.64 versus year-to-date budgeted expenses & contributions of \$2,630,169.00 produced a negative year-to-date operating expenses variance of \$ (152,748.45) .

The two combined variances produced a negative year-to-date variance of \$ (47,495.87)

Other Information

Unpaid assessments at	9/30/2018 were:	\$	17,559
Prepaid assessments at	9/30/2018 were:	\$	78,089

NEPENTHE ASSOCIATION COMPARATIVE BALANCE SHEET 09/30/2018

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

CASH AND INVESTMENTS		
OPERATING ACCOUNT FUNDS	417,197.48	416,927.20
PETTY CASH	150.00	150.00
RESERVE ACCOUNT FUNDS	6,833,131.13	6,665,488.21
	-----	-----
TOTAL CASH AND INVESTMENTS	7,250,478.61	7,082,565.41
OTHER ASSETS		
PENDING RESERVE EXPENSE	27,769.40	27,769.40
DUE FROM VENDOR-DAIOHS FIRST CHOICE	101.78	101.78
	-----	-----
TOTAL OTHER ASSETS	27,871.18	27,871.18
TOTAL ASSETS	<u>7,278,349.79</u>	<u>7,110,436.59</u>
L I A B I L I T I E S		

ACCOUNTS PAYABLE	235,680.03	209,493.36
	-----	-----
TOTAL LIABILITIES	235,680.03	209,493.36
M E M B E R S E Q U I T Y		

GENERAL RESERVE FUND BALANCE	6,833,131.13	6,665,488.21
OPERATING FUND BALANCE-BEG OF YEAR	257,034.50	257,034.50
CURRENT YEAR INCOME/(LOSS)	(47,495.87)	(21,579.48)
	-----	-----
TOTAL LIABILITIES & MEMBERS EQUITY	<u>7,278,349.79</u>	<u>7,110,436.59</u>

Entity: NEP NEPENTHE ASSOCIATION

FirstService Residential CA
 15241 Laguna Canyon Road
 Irvine, CA 92618

As of date: 09/30/2018

Account	Type	Inv Acct	Maturity	Rate	Amount
11105	PETTY CASH	PETTY PETTY CASH	PTYCSH ON-SITE (CLUBHOUSE)		150.00
11110	OPERATING CHECKING	USBANK US BANK	CKING 153495833060		260,039.16
11112	OPERATING INVESTMENT	UNION+ UNION BANK	MNYMKT 1880024236	0.90%	157,158.32
Total (Cash)					417,347.48
21110	RESERVE FUNDS IN OPERATING CHECKING	USBANK US BANK	CKING 153495833060		21,635.00
21139	RESERVE INVESTMENT	WELLS WELLS FARGO	MNYMKT 66896148		2,780,658.83
21140	RESERVE INVESTMENT	WELLS WELLS FARGO	INVMNT 24708099		3,025,028.00
21141	RESERVE INVESTMENT	WELLS WELLS FARGO	INVMNT 66896148		500,000.00
21142	RESERVE INVESTMENT	WELLS WELLS FARGO	INVMNT 66896148		505,809.30
Total (Reserves)					6,833,131.13
Grand Total					7,250,478.61

NEPENTHE ASSOCIATION
RESERVE FUND BALANCES SUPPORT SCHEDULES
09/30/2018

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	51,546.94	(51,546.94)	39,964.54	(125.00)	0.00	39,839.54
22872 GYM/WORKOUT FACILITY	0.00	12,167.58	3,906.00	0.00	(3,676.42)	12,397.16
22960 PAINTING-INTERIOR RESERVES	0.00	3,916.73	1,692.00	0.00	0.00	5,608.73
23014 CONCRETE REPAIRED RESERVES	0.00	24,931.91	31,293.00	0.00	(25,399.00)	30,825.91
23113 LIGHTING RESERVES	0.00	0.00	0.00	(2,415.00)	(22,208.85)	(24,623.85)
23120 ROOF RESERVES	0.00	3,928,435.68	597,105.00	0.00	(4,371.00)	4,521,169.68
23122 POOL/SPA RESERVES	0.00	83,986.25	34,659.00	0.00	(12,652.00)	105,993.25
23127 FENCING RESERVES	0.00	156,839.63	70,695.00	0.00	(58,699.70)	168,834.93
23130 CONTIGENCY RESERVES	(600.00)	600.00	0.00	0.00	0.00	0.00
23133 IRRIGATION RESERVES	0.00	296,475.91	104,067.00	(3,898.81)	(67,594.03)	329,050.07
23135 WROUGHT IRON RESERVE	0.00	0.00	0.00	0.00	(55,923.25)	(55,923.25)
23136 SHINGLE RESERVES	0.00	0.00	0.00	0.00	(143,075.39)	(143,075.39)
23146 SIGNS RESERVES	0.00	13,409.40	3,375.00	0.00	0.00	16,784.40
23178 PAVING RESERVES	0.00	343,325.45	102,555.00	0.00	0.00	445,880.45
23199 RESERVE STUDY RESERVES	0.00	2,678.87	1,638.00	0.00	(3,000.00)	1,316.87
L23133 OUTDOOR EQUIPMENT RSRV	0.00	3,457.39	2,709.00	0.00	0.00	6,166.39
L23135 PAINT EXTERIOR RSRV	0.00	188,448.73	162,486.00	0.00	(18,600.00)	332,334.73
L23136 STRUCTURAL REPAIRS RSRV	0.00	728,979.43	348,093.00	0.00	0.00	1,077,072.43
N22911 UNDERGROUND UTILITY RSRV	(39,575.00)	85,392.20	12,366.00	0.00	(36,890.00)	21,293.20
N22912 MECHANICAL EQUIPMENT RSRV	0.00	32,788.34	5,355.00	0.00	0.00	38,143.34
N23017 CLUBHOUSE RENOVATION RSRV	87,647.21	8,735.10	31,194.00	0.00	(46,817.04)	80,759.27
N23130 MISCELLANEOUS RSRV	67,653.89	(64,668.92)	2,331.00	0.00	(1,320.00)	3,995.97
N23270 UNIT EXTERIOR RESERVE	5,397,318.49	(5,397,318.49)	0.00	0.00	(50,608.74)	(50,608.74)
N23271 MAIN CLUBHOUSE AREA RSRV	204,627.37	(204,627.37)	0.00	0.00	0.00	0.00
N23274 TENNIS COURT RSRV	(3,340.00)	53,032.75	10,683.00	0.00	0.00	60,375.75
N23275 GROUNDS RESERVE	664,425.49	(599,026.60)	65,033.30	0.00	(283,193.45)	(152,761.26)
N23276 ADMINISTRATIVE RESERVE	3,886.08	(3,886.08)	0.00	0.00	0.00	0.00
N23282 TREE REMOVAL ANNUAL MAINT RSRV	(213,746.50)	287,865.48	26,001.00	(7,900.00)	(187,192.50)	(94,972.52)
N22991 POLE LIGHT REPAIRS RSRV	0.00	65,607.57	8,775.00	0.00	(17,128.50)	57,254.07
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TOTAL GENERAL RESERVES	6,219,843.97	0.00	1,665,975.84	(14,338.81)	(1,038,349.87)	6,833,131.13

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REVENUE									
249,225.45	287,921	(38,695.55)	14000	HOMEOWNER ASSESSMENT REVENUE	2,588,953.69	2,591,289	(2,335.31)	3,455,052	866,098.31
1,334.32	1,800	(465.68)	14087	EASEMENT AGREEMENT	13,876.67	16,200	(2,323.33)	21,600	7,723.33
180.63	0	180.63	14101	INTEREST ON PAST DUE ASSESSMENTS	1,596.66	0	1,596.66	0	(1,596.66)
120.00	50	70.00	14110	KEY REVENUE	1,025.00	450	575.00	600	(425.00)
1,940.00	700	1,240.00	14113	CLUBHOUSE RENTAL	6,775.00	6,300	475.00	8,400	1,625.00
976.00	0	976.00	14116	CC&R VIOLATIONS/FINES	4,572.24	0	4,572.24	0	(4,572.24)
1,027.00	0	1,027.00	14122	INSURANCE REIMBURSEMENT	61,315.00	0	61,315.00	0	(61,315.00)
(907.00)	1,770	(2,677.00)	14132	MISCELLANEOUS REVENUE	50,768.75	15,930	34,838.75	21,240	(29,528.75)
108.42	0	108.42	14162	OPERATING INTEREST REVENUE	1,053.83	0	1,053.83	0	(1,053.83)
5,990.73	0	5,990.73	14163	RESERVE INTEREST REVENUE	39,964.54	0	39,964.54	0	(39,964.54)
3,749.72	0	3,749.72	14372	PAST OWNERS REVENUE	5,484.93	0	5,484.93	0	(5,484.93)
263,745.27	292,241	(28,495.73)		TOTAL REVENUE	2,775,386.31	2,630,169	145,217.31	3,506,892	731,505.69
RESERVE CONTRIBUTION									
175,991.00	175,991	0.00	19758	GENERAL RESERVES	1,583,919.00	1,583,919	0.00	2,111,892	527,973.00
5,990.73	0	(5,990.73)	19803	GENERAL RESERVE INTEREST	39,964.54	0	(39,964.54)	0	(39,964.54)
0.00	0	0.00	N19975	GROUNDS RSV	42,092.30	0	(42,092.30)	0	(42,092.30)
181,981.73	175,991	(5,990.73)		TOTAL RESERVE CONTRIBUTION	1,665,975.84	1,583,919	(82,056.84)	2,111,892	445,916.16
81,763.54	116,250	(34,486.46)		AVAILABLE OPERATING REVENUE	1,109,410.47	1,046,250	63,160.47	1,395,000	285,589.53
OPERATING EXPENSES									
UTILITIES									
8.39	2,575	2,566.61	15101	ELECTRICITY	24,317.93	23,175	(1,142.93)	30,900	6,582.07
710.39	1,700	989.61	15102	GAS	9,494.65	15,300	5,805.35	20,400	10,905.35
0.00	200	200.00	15103	REFUSE COLLECTION	0.00	1,800	1,800.00	2,400	2,400.00
125.33	350	224.67	15105	TELEPHONE EXPENSE	2,091.99	3,150	1,058.01	4,200	2,108.01
4,092.16	3,700	(392.16)	15106	WATER	37,022.42	33,300	(3,722.42)	44,400	7,377.58
0.00	0	0.00	15155	INTERNET EXPENSES	412.50	0	(412.50)	0	(412.50)
4,936.27	8,525	3,588.73		TOTAL UTILITIES	73,339.49	76,725	3,385.51	102,300	28,960.51
LAND MAINTENANCE									
34,868.00	30,500	(4,368.00)	15500	CONTRACT LANDSCAPE SERVICE	263,284.36	274,500	11,215.64	366,000	102,715.64
0.00	0	0.00	15505	SPRINKLER REPAIR	20,481.45	0	(20,481.45)	0	(20,481.45)
34,868.00	30,500	(4,368.00)		TOTAL LAND MAINTENANCE	283,765.81	274,500	(9,265.81)	366,000	82,234.19
COMMON AREA									
1,700.00	1,800	100.00	16020	CONTRACT POOL/SPA SERVICE	15,300.00	16,200	900.00	21,600	6,300.00

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0.00	0	0.00	16022	POOL EQUIPMENT REPAIR	9,771.87	0	(9,771.87)	0	(9,771.87)
477.00	125	(352.00)	16027	POOL INSPECTION	1,054.27	1,125	70.73	1,500	445.73
0.00	280	280.00	18524	MATERIAL SUPPLIES	2,655.42	2,520	(135.42)	3,360	704.58
175.00	190	15.00	18526	PEST CONTROL	1,490.00	1,710	220.00	2,280	790.00
1,580.00	1,580	0.00	18531	JANITORIAL SERVICE	14,360.00	14,220	(140.00)	18,960	4,600.00
0.00	185	185.00	18532	JANITORIAL SUPPLIES	2,221.56	1,665	(556.56)	2,220	(1.56)
0.00	20	20.00	18534	FIRE EXTINGUISHER	170.35	180	9.65	240	69.65
0.00	0	0.00	18544	LIGHT REPAIRS	94.00	0	(94.00)	0	(94.00)
2,390.25	1,450	(940.25)	18579	PATROL SERVICE	15,693.75	13,050	(2,643.75)	17,400	1,706.25
0.00	5,200	5,200.00	18736	GUTTER & DOWNSPOUT CLEANING	65,203.00	46,800	(18,403.00)	62,400	(2,803.00)
4,442.50	325	(4,117.50)	18767	REPAIR & MAINTENANCE	62,685.08	2,925	(59,760.08)	3,900	(58,785.08)
337.38	150	(187.38)	18905	KITCHEN SUPPLIES	992.73	1,350	357.27	1,800	807.27
0.00	0	0.00	18957	JANITORIAL EXTRA	775.00	0	(775.00)	0	(775.00)
85.00	40	(45.00)	18986	FITNESS CONTRACT	255.00	360	105.00	480	225.00
11,187.13	11,345	157.87		TOTAL COMMON AREA	192,722.03	102,105	(90,617.03)	136,140	(56,582.03)
				MANAGEMENT/ON-SITE ADMIN EXP					
0.00	150	150.00	18001	COMMUNITY WEBSITE	857.40	1,350	492.60	1,800	942.60
(52.00)	75	127.00	18003	COMMUNITY EVENTS/PROGRAMS	1,100.02	675	(425.02)	900	(200.02)
0.00	75	75.00	18092	EDUCATION/ADULT PROGRAM	587.00	675	88.00	900	313.00
7,159.31	7,200	40.69	19109	CONTRACT MANAGEMENT	64,433.79	64,800	366.21	86,400	21,966.21
0.00	160	160.00	19101	CPA SERVICES	1,895.00	1,440	(455.00)	1,920	25.00
0.00	700	700.00	19104	FEDERAL TAX EXPENSE	0.00	6,300	6,300.00	8,400	8,400.00
0.00	400	400.00	19105	FRANCHISE TAX BOARD	60.00	3,600	3,540.00	4,800	4,740.00
0.00	200	200.00	19106	TAXES & LICENSES	3,540.26	1,800	(1,740.26)	2,400	(1,140.26)
1,794.00	525	(1,269.00)	19108	GENERAL COUNSEL SERVICE	15,082.59	4,725	(10,357.59)	6,300	(8,782.59)
1,483.90	1,800	316.10	19111	MANAGEMENT REIMBURSABLE	17,154.26	16,200	(954.26)	21,600	4,445.74
0.00	50	50.00	19112	POSTAGE, ON-SITE	671.00	450	(221.00)	600	(71.00)
0.00	50	50.00	19117	DUES & PUBLICATIONS	904.95	450	(454.95)	600	(304.95)
35.00	35	0.00	19119	BANK FEES	350.00	315	(35.00)	420	70.00
13,264.86	15,250	1,985.14	19124	ON-SITE STAFF	132,336.78	137,250	4,913.22	183,000	50,663.22
81.66	25	(56.66)	19126	DELINQUENCY MONITORING	251.45	225	(26.45)	300	48.55
0.00	200	200.00	19132	OPERATING CONTINGENCY	210.00	1,800	1,590.00	2,400	2,190.00
0.00	75	75.00	19143	LEGAL-COLLECTIONS	0.00	675	675.00	900	900.00
235.50	100	(135.50)	19172	ACCOUNTING REIMBURSABLES	1,490.00	900	(590.00)	1,200	(290.00)
(454.00)	0	454.00	19174	AMS COLLECTION EXPENSE	(173.62)	0	173.62	0	173.62
0.00	75	75.00	19178	PROPERTY TAX	0.00	675	675.00	900	900.00
5,320.95	5,833	512.05	19247	PAYROLL TAXES & BENEFITS	49,420.79	52,497	3,076.21	69,996	20,575.21
150.00	50	(100.00)	19281	WEBSITE	5,150.00	450	(4,700.00)	600	(4,550.00)
135.98	175	39.02	19295	ON-SITE OFFICE SUPPLIES	3,341.98	1,575	(1,766.98)	2,100	(1,241.98)
306.45	0	(306.45)	19316	INTERNET EXPENSE	612.90	0	(612.90)	0	(612.90)
671.25	400	(271.25)	19382	COPIER LEASE	5,741.96	3,600	(2,141.96)	4,800	(941.96)
0.00	50	50.00	19442	CLAC CONTRIBUTION	0.00	450	450.00	600	600.00

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30,132.86	33,653	3,520.14		TOTAL MANAGEMENT/ON-SITE ADMIN E	305,018.51	302,877	(2,141.51)	403,836	98,817.49
				INSURANCE					
369.00	7,810	7,441.00	19107	INSURANCE	71,211.47	70,290	(921.47)	93,720	22,508.53
26,186.67	24,417	(1,769.67)	DC19307	FLOOD INSURANCE	230,849.03	219,753	(11,096.03)	293,004	62,154.97
26,555.67	32,227	5,671.33		TOTAL INSURANCE	302,060.50	290,043	(12,017.50)	386,724	84,663.50
107,679.93	116,250	8,570.07		TOTAL OPERATING EXPENSES	1,156,906.34	1,046,250	(110,656.34)	1,395,000	238,093.66
(25,916.39)	0	(25,916.39)		NET INCOME/(LOSS)	(47,495.87)	0	(47,495.87)	0	47,495.87

NEPENTHE ASSOCIATION
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	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
REVENUE													
14000 HOMEOWNER ASSESSMENT REVENUE	261437	277293	278556	316509	270601	318757	277358	273323	289565	297586	296031	249225	3406239
14087 EASEMENT AGREEMENT	1738	1701	-1033	4078	1718	-1021	3373	0	1688	1039	1666	1334	16284
14101 INTEREST ON PAST DUE ASSESMEN	53	73	1408	260	26	167	77	33	143	657	52	181	3130
14110 KEY REVENUE	35	60	0	10	20	10	75	65	310	35	380	120	1120
14113 CLUBHOUSE RENTAL	175	925	450	2050	425	315	660	0	860	0	525	1940	8325
14116 CC&R VIOLATIONS/FINES	0	0	0	760	0	0	0	1929	0	907	0	976	4572
14122 INSURANCE REIMBURSEMENT	0	0	0	0	0	1800	43022	6999	5329	2028	1110	1027	61315
14132 MISCELLANEOUS REVENUE	0	70	0	0	42187	900	0	7681	3340	-3340	907	-907	50838
14162 OPERATING INTEREST REVENUE	123	115	112	127	108	116	120	120	112	124	120	108	1404
14163 RESERVE INTEREST REVENUE	5336	2657	7412	4766	2523	6134	5345	1887	7260	2785	3274	5991	55368
14372 PAST OWNERS REVENUE	0	0	0	0	0	0	0	0	0	1735	0	3750	5485
TOTAL REVENUE	268897	282894	286903	328559	317608	327178	330029	292038	308608	303556	304065	263745	3614080
RESERVE CONTRIBUTION													
19758 GENERAL RESERVES	170042	170042	170042	175991	175991	175991	175991	175991	175991	175991	175991	175991	2094045
19803 GENERAL RESERVE INTEREST	5336	2657	7412	4766	2523	6134	5345	1887	7260	2785	3274	5991	55368
N19975 GROUNDS RSV	0	0	0	0	0	42092	0	0	0	0	0	0	42092
TOTAL RESERVE CONTRIBUTION	175378	172699	177454	180757	178514	224217	181336	177878	183251	178776	179265	181982	2191506
AVAILABLE OPERATING REVENUE	93519	110195	109450	147802	139094	102961	148693	114159	125357	124780	124801	81764	1422574
OPERATING EXPENSES													
UTILITIES													
15101 ELECTRICITY	5423	0	5262	3022	2919	2776	2716	4705	0	5377	2795	8	35003
15102 GAS	1003	3145	1229	933	1426	1710	1667	852	1011	731	454	710	14871
15103 REFUSE COLLECTION	0	0	1548	0	0	0	0	0	0	0	0	0	1548
15105 TELEPHONE EXPENSE	286	238	525	50	-266	337	287	238	299	295	728	125	3141
15106 WATER	4965	4245	3032	5308	3517	3912	4307	3692	3826	4316	4053	4092	49264
15155 INTERNET EXPENSES	0	0	0	0	0	0	0	0	0	413	0	0	413
TOTAL UTILITIES	11677	7627	11596	9313	7595	8735	8977	9486	5136	11132	8029	4936	104240
LAND MAINTENANCE													
15500 CONTRACT LANDSCAPE SERVICE	28567	28567	28567	0	60000	0	60000	0	30000	30000	48416	34868	348985
15505 SPRINKLER REPAIR	0	0	0	0	0	20481	0	0	0	0	0	0	20481
TOTAL LAND MAINTENANCE	28567	28567	28567	0	60000	20481	60000	0	30000	30000	48416	34868	369467
COMMON AREA													

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16020 CONTRACT POOL/SPA SERVICE	1700	1700	1700	1700	1700	1700	1700	1700	1700	1700	1700	1700	20400
16022 POOL EQUIPMENT REPAIR	1420	0	3950	-3950	0	0	3110	0	9791	396	425	0	15142
16027 POOL INSPECTION	0	0	873	87	0	0	0	0	0	490	0	477	1927
18524 MATERIAL SUPPLIES	0	0	0	349	0	0	950	97	0	3611	-2351	0	2655
18526 PEST CONTROL	0	0	0	0	0	0	0	0	350	425	540	175	1490
18531 JANITORIAL SERVICE	1525	1525	1525	1525	1580	1580	1580	1580	1775	1580	1580	1580	18935
18532 JANITORIAL SUPPLIES	0	536	0	506	391	250	0	472	0	348	255	0	2758
18534 FIRE EXTINGUISHER	0	0	0	0	30	0	0	0	0	0	140	0	170
18544 LIGHT REPAIRS	0	0	0	0	0	0	0	509	0	94	-509	0	94
18579 PATROL SERVICE	0	1450	1450	4350	0	4203	2375	0	2375	0	0	2390	18594
18736 GUTTER & DOWNSPOUT CLEANING	0	0	0	38512	26002	0	0	0	189	0	500	0	65203
18767 REPAIR & MAINTENANCE	344	801	342	1489	972	0	806	4538	4919	7464	38054	4443	64172
18905 KITCHEN SUPPLIES	75	152	115	97	102	117	123	0	68	108	41	337	1335
18957 JANITORIAL EXTRA	0	0	270	445	95	0	0	0	0	110	125	0	1045
18986 FITNESS CONTRACT	0	0	85	0	0	85	0	0	85	0	0	85	340
TOTAL COMMON AREA	5064	6164	10310	45110	30872	7936	10644	8895	21252	16325	40501	11187	214259
MANAGEMENT/ON-SITE ADMIN EXP													
18001 COMMUNITY WEBSITE	0	0	0	300	150	0	150	0	150	0	107	0	857
18003 COMMUNITY EVENTS/PROGRAMS	0	0	32	294	0	174	76	0	0	578	30	-52	1132
18008 VOLUNTEER RECOGNITION	21	141	0	0	0	0	0	0	0	0	0	0	162
18092 EDUCATION/ADULT PROGRAM	459	0	0	300	0	0	70	0	0	165	52	0	1046
19109 CONTRACT MANAGEMENT	7159	7159	7159	7159	7159	7159	7159	7159	7159	7159	7159	7159	85912
19101 CPA SERVICES	0	0	0	0	0	0	1895	0	0	0	0	0	1895
19104 FEDERAL TAX EXPENSE	0	0	2579	0	0	0	0	0	0	0	0	0	2579
19105 FRANCHISE TAX BOARD	0	0	1783	0	35	0	0	0	0	0	25	0	1843
19106 TAXES & LICENSES	0	0	0	0	0	0	0	1324	2217	0	0	0	3540
19108 GENERAL COUNSEL SERVICE	840	0	6695	0	5765	1833	2148	1528	0	0	2016	1794	22617
19111 MANAGEMENT REIMBURSABLE	1070	1062	1094	4843	1451	2131	375	1246	2857	375	2392	1484	20380
19112 POSTAGE, ON-SITE	0	96	0	101	0	0	130	0	0	440	0	0	767
19116 ADMINISTRATIVE MISC	10	0	0	0	0	0	0	0	0	0	0	0	10
19117 DUES & PUBLICATIONS	0	0	0	0	0	590	315	0	0	0	0	0	905
19119 BANK FEES	35	35	35	35	35	35	35	35	35	35	70	35	455
19124 ON-SITE STAFF	14351	13343	13317	19638	13506	13181	16672	11666	11932	19160	13317	13265	173348
19126 DELINQUENCY MONITORING	52	-503	44	-13	146	95	-354	191	360	-479	224	82	-156
19132 OPERATING CONTINGENCY	0	0	0	0	0	0	0	0	0	210	0	0	210
19143 LEGAL-COLLECTIONS	0	0	-1957	0	0	0	0	0	0	0	0	0	-1957
19172 ACCOUNTING REIMBURSABLES	83	41	40	25	352	441	0	191	165	0	80	236	1654
19174 AMS COLLECTION EXPENSE	194	-80	-374	-1070	290	-10	475	620	145	-1505	1335	-454	-434
19178 PROPERTY TAX	960	0	0	0	0	0	0	0	0	0	0	0	960
19247 PAYROLL TAXES & BENEFITS	4890	5016	5181	7913	5640	5153	5810	4200	3405	6803	5177	5321	64508
19281 WEBSITE	150	150	0	0	0	150	0	4550	0	150	150	150	5450
19295 ON-SITE OFFICE SUPPLIES	0	71	0	0	14	0	617	304	53	1025	1071	136	3413

NEPENTHE ASSOCIATION
 INCOME STATEMENT FOR 12 MONTHS ENDING
 09/30/2018

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

FirstService Residential CA
 15241 Laguna Canyon Road
 Irvine CA 92618

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
19316 INTERNET EXPENSE	0	0	0	0	0	0	0	0	0	0	306	306	613
19382 COPIER LEASE	895	340	0	972	340	835	130	1202	877	190	525	671	6977
TOTAL MANAGEMENT/ON-SITE ADM	31169	26870	35629	40620	34882	31766	35703	34216	29355	34307	34036	30133	398687
INSURANCE													
19107 INSURANCE	0	7806	7806	15612	7806	7806	7806	7806	590	7806	15612	369	86823
DC1930 FLOOD INSURANCE	0	0	297770	26187	23262	26187	24281	26187	26187	26187	26187	26187	528619
TOTAL INSURANCE	0	7806	305576	41798	31068	33993	32087	33993	26777	33993	41798	26556	615442
TOTAL OPERATING EXPENSES	76477	77035	391677	136842	164416	102911	147410	86590	112521	125757	172781	107680	1702095
<i>NET INCOME/(LOSS)</i>	<i>17042</i>	<i>33161</i>	<i>-282228</i>	<i>10961</i>	<i>-25322</i>	<i>50</i>	<i>1283</i>	<i>27569</i>	<i>12836</i>	<i>-977</i>	<i>-47980</i>	<i>-25916</i>	-279521

NEPENTHE

October 15, 2018

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 45 days prior to recording a lien; and

WHEREAS, the Association has sent this letter and the 45 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 property 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 45 days has elapsed from the mailing of the warning letter and no payment has been received.

<i>Date</i>	<i>Account No.</i>	<i>Total Amt Due</i>	<i>Past Due Assessment Only</i>	<i>Approved</i>	<i>Denied</i>	<i>Comment</i>
10/15/18	2224-03	\$1,129.05	\$976.00			

Deferred Items from prior meeting

<i>Date</i>	<i>Account No.</i>	<i>Total Amt Due</i>	<i>Past Due Assessment Only</i>	<i>Approved</i>	<i>Denied</i>	<i>Comment</i>

Any two (2) Board members must sign:

By: _____ Date: _____

By: _____ Date: _____

**NEPENTHE ASSOCIATION BOARD OF DIRECTORS MEETING
WEDNESDAY, FEBRUARY 7, 2018, 5:30 PM
NEPENTHE CLUBHOUSE
1131 COMMONS DRIVE
SACRAMENTO, CA 95825**

OPEN SESSION MINUTES

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 5:30pm

Present	Arrival	Board Member	Position
X	5:20pm	Steve Huffman	President
X	5:20pm	Frank Loge	Vice President
		Linda Cook	Secretary
X	5:20pm	Christina George	Treasurer
X	5:20pm	Craig Price	Member at Large

II. ANNOUNCEMENT - EXECUTIVE SESSION MEETING

In accordance with Civil Code Section 4935(a) the board met in Executive Session on February 7, 2018, in order to consider matters relating to member discipline, and the formation of third-party contracts.

III. COMMITTEE UPDATE & INVITED GUESTS

A. ARCHITECTURAL REVIEW COMMITTEE

Action: Minutes Reviewed & Filed

B. FINANCE COMMITTEE

Chair John Baker addressed the Board and the membership and was invited by President Huffman to write an article for the Nepenthe News.

Action: Minutes Reviewed & Filed

D. GROUNDS COMMITTEE

Committee did not meet in January. Committee chair provided a verbal report to the Board.

E. INSURANCE, LEGAL & SAFETY COMMITTEE

Action: Report Reviewed & Filed

F. OUTREACH COMMITTEE

Action: Minutes Reviewed & Filed

G. AD HOC COMMITTEE ON UNDERGROUND UTILITIES

The committee met twice in January and provided some preliminary information to the President of the Board. They continue to work on the project.

No Action: Report Only

IV. REPORTS

A. MANAGER'S REPORT

General Manager Bettsi Ledesma provided brief verbal report to supplement the submitted written report.

B. MASTER CALENDAR REPORT

Board and management reviewed master calendar.

V. HOMEOWNER FORUM

No homeowners addressed the Board at this time.

VI. CONSENT CALENDAR

In an effort to expedite the board meetings, Management placed several business items on a Consent Calendar.

Motion: Frank Loge

Second: Craig Price

Vote: All in Favor

Resolution: Consent Calendar items A. - H. are approved as presented.

Begin Consent Calendar

A. APPROVAL OF MINUTES JANUARY 2018

Resolution: The Open Session minutes dated January 10, 2018 are approved as presented.

B. FINANCIAL STATEMENT DECEMBER 2017

Resolution: The Board accepts the December 2017 year-end financial reports and bank reconciliations as presented, subject to annual review. The report reflects a net negative variance of \$46,791 and reserve funding of \$2,092,051 compared to the reserve funding budget of \$2,040,504. The reserves are funded through December 30, 2017. The association has \$256,783 in operating funds, which represents .92 months of budgeted expenses and reserve contributions. The association has \$6,219,844 in reserve funds.

C. LIEN APPROVAL

Per the enclosed resolution dated January 16, 2018, Management is requesting authorization to place liens on the following accounts.

Resolution: The Board approves authorization to place liens on the following account should the delinquent assessments not be paid within the time period established in the Intent-To-Lien letter.

Account Number	Total Amount Due
2426-01	\$962.50

D. ARCHITECTURAL APPLICATIONS

Address:	Application For:
816 Elmhurst Circle	Solar Tube
816 Elmhurst Circle	Attic Fan
816 Elmhurst Circle	Outside Garage Light
818 Elmhurst Circle	Replacement windows
411 Dunbarton Circle	Replacement Windows
709 Dunbarton Circle	HVAC Replacement
510 Elmhurst Circle	HVAC Replacement

The Architectural Review Committee met on January 9, 2018 to review the listed applications. The committee recommends approval of these applications.

Resolution: The Board approves the home improvement applications as recommended by the committee.

E. APPOINT CHAIR OF OUTREACH COMMITTEE

Resolution: The Board appoints Outreach member Charles Schaffer to serve as Chair of the Committee.

F. APPOINT INSPECTORS OF ELECTIONS

Resolution: In conformance with the Bylaws, the Board appoints Yvonne del Biaggio, Joleen Hecht and Kay Chmielewski to serve as the Inspectors of Election for the 2018 Elections.

G. COMMITTEE APPOINTMENT

Homeowner Joan Haradon has submitted an application to serve on the Finance Committee. Her completed application and signature pages on the Conflict of Interest agreement has been received.

Resolution: The Board appoints Joan Haradon, a member in good standing to serve on the Finance Committee.

H. SET RECORD DATE FOR ANNUAL ELECTION

Our bylaws require the Board to set a "record date" for the purpose of determining which Owners are entitled to receive notice of any meeting, vote, and act by written ballot or exercise any rights in respect to any other lawful action.

Resolution: The Board designates April 4, 2018 as the record date for the 2018 Annual Election in conformance with the Third Restated and Amended Bylaws, Article III, Section 3.8.

End Consent Calendar

VII. UNFINISHED BUSINESS

A. FINALIZE 2018 BOARD GOALS

The Nepenthe Boards of Directors have a long history of adopting goals relating to finances, governance and facilities in order to fulfill their duty to protect, maintain and enhance the value of the community.

Last month the directors discussed possible goals and through a series of surveys, the final list has been compiled by management for possible adoption at this meeting.

1. Complete grounds contract rewrite and solicit bids from various vendors.
2. Nepenthe Clubhouse Lounge Renovations
3. Establish the Finance Committee as a Finance & Facilities Committee.
4. Work with City to improve public street parking and emergency vehicle access.
5. Look for ways to extend the life of residences' siding beyond the current six years in such a way that we save money long-term.

Action Required: Board Discussion and possible resolution

Motion: Craig Price

Second: Frank Loge

Vote: All in Favor

Resolution: Goals #1 - #5 to be finalized and approved. Board further resolved that at the next open session, Director Loge and Director George to work with Management on Goal #3 redraft and verbiage revision for final Board approval.

VIII. HOMEOWNER FORUM

No Homeowners addressed the Board at this time.

IX. NEXT MEETING

The next Board of Directors meeting is scheduled for Wednesday, March 7, 2018 at 5:30 PM at the Nepenthe Clubhouse.

X. ADJOURN

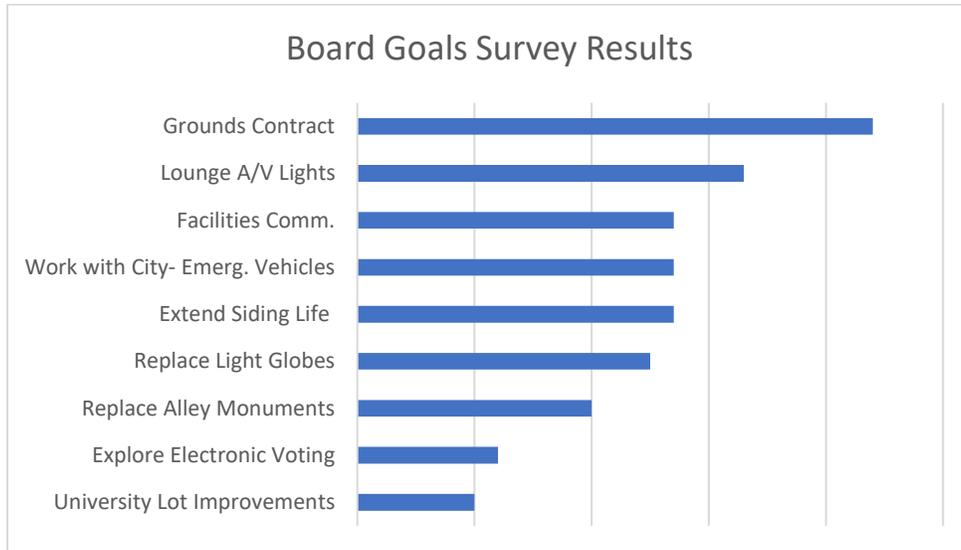
6:20pm



2019 NEPENTHE BOARD GOALS - DRAFT

1. Review and revise as necessary the FirstService Residential Management Contract.
 - a. The Treasurer and President along with management undertake this review and examine the new First Service Contract template. 12/1/2019
2. Direct and oversee full review of Nepenthe financial practices, procedures, and internal controls surrounding its financial activities. Finance committee and Board Treasurer monitor and set timetable. Board approval 6/1/2019
3. Review and revise Nepenthe CC&Rs and Bylaws
 - a. Legal Counsel to review CC&Rs for completeness and accuracy. 1/31/2019
 - b. Board appoints committee to review and propose any changes to CC&Rs. 2/28/2019
 - c. Community meeting to discuss and seek comments regarding CC&Rs 3/15/2019
 - d. Forward to all committees for input and comment. 3/15/2019
 - e. CC&R Committee makes recommendations to Board for action and approval for HOA vote. 5/1/2019
4. Research the product "Gutter Glove" by installing at a sampling of homes before the 2019 leaf drop to evaluate their effectiveness. If this product can keep large debris out of the gutter while allowing water to be diverted to the downspout without adding to the work of the roof and gutter cleaning, significant annual savings may be realized. Annual roof and gutter cleaning costs approximately \$60K currently.
 - a. Complete review and report to Board by 2/1/2019
 - b. Board action as appropriate 3/5/2019
5. National Night Out planning and participation by Nepenthe.
 - a. ILS and Outreach Committees work jointly to plan this event here at Nepenthe. 8/6/2019
6. Service/Support Animals
 - a. Develop a policy surrounding the use and accessibility of service animals within Nepenthe facilities.
 - b. Charge the ILS Committee with developing such a policy. Draft to Board. 4/1/2019
7. Continue to research & validate results of types of siding that is available which can extend the life of residences' current T1-11. Add to list of economics: Upfront cost and downside of installation methods. Compare results.
8. Fencing: is it financially sound to continue using current wood types that require extensive repair from weathering, water, and soil contact? Research other options:
 - a. composite materials
 - b. cement partial, brick (what is cost & if cement/brick partial would add attractive look as well as longevity)
 - c. redesign fencing to be clear of patio dirt.
9. Review and revise the Finance Committee Charter and the Standards and Practices to include the monthly review of the financial reports provided by FirstService Residential and any other changes that would improve the association's fiscal operations.

2018 NEPENTHE BOARD GOALS



The directors were asked to rank the nine goals in order of their preference. All goals ranked 1 were weighted with a score of 9, those ranked 2 were weighted with a score of 8, decreasing in value down to goals ranked 9 having a score of 1. The goal scores were then added up as seen in the chart. Each goal's score is included below next to the goal.

1. **Complete grounds contract rewrite and solicit bids from various vendors.** Completion 7.11.2018
 - a. Complete grounds contract and scope of work rewrite and review 3.1.2018
 - b. Board reviews Request for Proposal process and bidders list 3.7.2018
 - c. Request for Proposal package mailed out 3.8.2018
 - d. Bidders' meetings scheduled in March
 - e. Committee receives and reviews vendor proposals for completeness 4.16-4.23.2018
 - f. Board reviews bids May 2, 2018
 - g. Final selection by 7.11.2018

2. **Nepenthe Clubhouse Lounge Renovations.** Completion 4.1.2018
 - a. Replace and upgrade Nepenthe main lounge lighting to include brighter lumens and dimmers. Possibly ceiling fans for air circulation
 - b. Replace current audio/video system with upgraded digital system to include remote access via laptops/pads and microphones
 Completion 4.1.2018
 Work is underway to solicit bids by 2.1.2018
 Board approve bids for both projects at 2.7.2018 Board meeting
 Vendor and electrical company do install by 4.1.2018
 Need for this work is self-evident

3. ~~Establish the Finance Committee as a Finance & Facilities Committee. Score 27~~ Charge this Committee with reviewing the scope of each major project (siding, fencing, painting and roofing) and reporting to the Board. Projects should be tackled in the order in which replacement is called for on the Reserve Study. With each project, they should follow these steps:
 - a. Review the scope of the work to be completed, comparing it to the timeline on the Reserve Study.
 - i. Establish areas that can be eliminated or decreased
 - ii. Establish areas that need to be added or increased
 - iii. Research any applicable advances in equipment/material, etc.
 - b. Review the performance of the existing contractor
 - i. Establish any areas where agreed upon work was not done
 - ii. Establish any areas of dissatisfaction with work or materials
 - iii. Establish areas of competence or excellence of existing contractor

February 7, 2018

2018 NEPENTHE BOARD GOALS

~~e. Prepare standards and practices for bid procurement which specifies minimum number of bidders. All the above projects represent a significant expenditure to the Association and therefore, the Board should establish dates to receive reports from Finance & Facilities that will allow the Board adequate time to review recommendations. Finance & Facilities should begin work on complicated projects, like siding and roofing, two years ahead of anticipated work. Final submission and Board approval never completed.~~

4. **Work with City to improve public street parking and emergency vehicle access.** Completion 7.1.2018. Parking Committee continues its work throughout the year.
5. **Look for ways to extend the life of residences' siding beyond the current six years in such a way that we save money long-term.** Due date: Report to the board by September 26 so it can be discussed at the October 3 board meeting.

Steps:

- a. Form an ad-hoc committee to investigate. Contractors would provide relevant expertise.
- b. Research the experiences of other associations in Campus Commons that use T1-11 siding.
- c. Research the experiences of other associations which use different materials, such as Hardie Panel and LP Smart Siding.
- d. Monitor the experience of the test residence at 1503 University Avenue.
- e. Analyze the economics of using a longer-lasting siding material. Is the added cost likely to be justified by longer life?

Benefit to Nepenthe Association: If using different materials would indeed save money long-term, we would need to reserve less for siding replacement and reduce future increases in the monthly assessment.

Success would be much better knowledge of how much (if at all) different siding would reduce reserves.

NEPENTHE ASSOCIATION
Approved Operating Budget
January 1, 2019 - December 31, 2019

GL Code	Description	Current Monthly Approved Budget	Current Annual Approved Budget	Monthly FYTD Average	12 Month Actual{6/30/2018}	12 Mth Average of Actual	Proposed Budget Monthly	Proposed Budget Annual	Monthly Unit Cost	2018-2019 Annual Variance	Annual Percentage Variance(%)	Remarks
	REVENUE											
14000	HOMEOWN ER ASSESSME NT REVENUE	287,921	3,455,052	282,203	3,386,434	282,203	295,589	3,547,068	501.00	92,016	2.66	
14087	EASEMENT AGREEMEN T	1,800	21,600	1,398	16,775	1,398	1,800	21,600	3.05		0.00	0
14101	INTEREST ON PAST DUE ASSESSME NTS			246	2,951	246						
14110	KEY REVENUE	50	600	75	900	75	50	600	0.08		0.00	
14113	CLUBHOUS E RENTAL	700	8,400	611	7,335	611	700	8,400	1.19		0.00	
14116	CC&R VIOLATION S/FINES			255	3,061	255						
14122	INSURANCE REIMBURSE MENT			4,763	57,150	4,763	1,770	21,240	3.00	21,240		Correct line for Flood Surcharge
14132	MISCELLAN EOUS REVENUE	1,770	21,240	4,515	54,179	4,515				-21,240	-100.00	Last year, put on this GL but collected on 14122
14162	OPERATING INTEREST REVENUE			111	1,330	111						
14163	RESERVE INTEREST REVENUE			4,560	54,717	4,560						0
	**TOTAL REVENUE	292,241	3,506,892	298,737	3,584,832	298,737	299,909	3,598,908	508.32	92,016	2.62	

GL Code	Description	Current Monthly Approved Budget	Current Annual Approved Budget	Monthly FYTD Average	12 Month Actual{6/30/2018}	12 Mth Average of Actual	Proposed Budget Monthly	Proposed Budget Annual	Monthly Unit Cost	2018-2019 Annual Variance	Annual Percentage Variance(%)	Remarks
	**RESERVE CONTRIBUTION											
19758	GENERAL RESERVES	175,991	2,111,892	173,017	2,076,198	173,017	175,991	2,111,892	298.29		0.00	0
19803	RESERVE INTEREST			4,560	54,717	4,560						
N19975	GROUNDS RSV			3,508	42,092	3,508						
	**TOTAL RESERVE CONTRIBUTION	175,991	2,111,892	181,085	2,173,007	181,085	175,991	2,111,892	298.29		0.00	
	**TOTAL AVAILABLE OPERATING REVENUE	116,250	1,395,000	117,652	1,411,825	117,652	123,918	1,487,016	210.03	92,016	6.60	
	OPERATING EXPENSES											
	**UTILITIES											
15101	ELECTRICITY	2,575	30,900	2,707	32,485	2,707	2,700	32,400	4.58	1,500	4.85	
15102	GAS	1,700	20,400	1,423	17,076	1,423	1,423	17,076	2.41	-3,324	-16.29	
15103	REFUSE COLLECTION	200	2,400	409	4,904	409	200	2,400	0.34		0.00	
15105	TELEPHONE EXPENSE	350	4,200	240	2,876	240	250	3,000	0.42	-1,200	-28.57	New phone service provider
15106	WATER	3,700	44,400	3,885	46,625	3,885	3,885	46,620	6.58	2,220	5.00	0
	**TOTAL UTILITIES	8,525	102,300	8,664	103,966	8,664	8,458	101,496	14.34	-804	-0.79	

GL Code	Description	Current Monthly Approved Budget	Current Annual Approved Budget	Monthly FYTD Average	12 Month Actual{6/30/2018}	12 Mth Average of Actual	Proposed Budget Monthly	Proposed Budget Annual	Monthly Unit Cost	2018-2019 Annual Variance	Annual Percentage Variance(%)	Remarks
	**LAND MAINTENANCE											
15500	CONTRACT LANDSCAPE SERVICE	30,500	366,000	26,784	321,402	26,784	36,000	432,000	61.02	66,000	18.03	Current contract + \$1,000
15505	SPRINKLER REPAIR			1,707	20,481	1,707						0
	**TOTAL LAND MAINTENANCE	30,500	366,000	28,491	341,883	28,491	36,000	432,000	61.02	66,000	18.03	
	**COMMON AREA											
16020	CONTRACT POOL/SPA SERVICE	1,800	21,600	1,700	20,400	1,700	1,800	21,600	3.05		0.00	
16022	POOL EQUIPMENT REPAIR			1,222	14,663	1,222						
16027	POOL INSPECTION	125	1,500	80	960	80	80	960	0.14	-540	-36.00	
18524	MATERIAL SUPPLIES	280	3,360	129	1,552	129	100	1,200	0.17	-2,160	-64.29	
18526	PEST CONTROL	190	2,280	168	2,020	168				-2,280	-100.00	
18531	JANITORIAL SERVICE	1,580	18,960	1,564	18,770	1,564	1,650	19,800	2.80	840	4.43	
18532	JANITORIAL SUPPLIES	185	2,220	257	3,082	257	250	3,000	0.42	780	35.14	
18534	FIRE EXTINGUISHER	20	240	11	137	11	15	180	0.03	-60	-25.00	
18544	LIGHT REPAIRS			42	509	42						
18579	PATROL SERVICE	1,450	17,400	1,834	22,004	1,834	2,600	31,200	4.41	13,800	79.31	0

GL Code	Description	Current Monthly Approved Budget	Current Annual Approved Budget	Monthly FYTD Average	12 Month Actual{6/30/2018}	12 Mth Average of Actual	Proposed Budget Monthly	Proposed Budget Annual	Monthly Unit Cost	2018-2019 Annual Variance	Annual Percentage Variance(%)	Remarks
18736	GUTTER & DOWNSPOUT CLEANING	5,200	62,400	5,392	64,703	5,392	5,600	67,200	9.49	4,800	7.69	
18767	REPAIR & MAINTENANCE	325	3,900	1,308	15,694	1,308	1,000	12,000	1.69	8,100	207.69	contracting more for this line item than in years past
18905	KITCHEN SUPPLIES	150	1,800	91	1,088	91	90	1,080	0.15	-720	-40.00	stopped making decaf everyday
18957	JANITORIAL EXTRA LABOR			82	985	82						0
18986	FITNESS CONTRACT	40	480	28	340	28	30	360	0.05	-120	-25.00	0
	**TOTAL COMMON AREA	11,345	136,140	13,908	166,907	13,908	13,215	158,580	22.40	22,440	16.48	
	**MANAGEMENT/ON-SITE ADMIN EXP											
18001	COMMUNITY WEBSITE	150	1,800	152	1,826	152	200	2,400	0.34	600	33.33	
18003	COMMUNITY EVENTS/PROGRAMS	75	900	03	38	03	75	900	0.13		0.00	
18008	VOLUNTEER RECOGNITION			14	166	14	15	180	0.03	180		
18092	EDUCATION /ADULT PROGRAM	75	900	82	985	82	100	1,200	0.17	300	33.33	
19101	CPA SERVICES	160	1,920	158	1,895	158	165	1,980	0.28	60	3.13	contract w/ PCC in place
19104	FEDERAL TAX EXPENSE	700	8,400	430	5,158	430	555	6,660	0.94	-1,740	-20.71	
19105	FRANCHISE TAX BOARD	400	4,800	152	1,818	152	300	3,600	0.51	-1,200	-25.00	

GL Code	Description	Current Monthly Approved Budget	Current Annual Approved Budget	Monthly FYTD Average	12 Month Actual{6/30/2018}	12 Mth Average of Actual	Proposed Budget Monthly	Proposed Budget Annual	Monthly Unit Cost	2018-2019 Annual Variance	Annual Percentage Variance(%)	Remarks
19106	TAXES & LICENSES	200	2,400	295	3,540	295	300	3,600	0.51	1,200	50.00	
19108	GENERAL COUNSEL SERVICE	525	6,300	1,809	21,708	1,809	417	5,004	0.71	-1,296	-20.57	0
19109	CONTRACT MANAGEMENT	7,200	86,400	7,159	85,912	7,159	7,200	86,400	12.20		0.00	0
19111	MANAGEMENT REIMBURSABLE	1,800	21,600	1,620	19,436	1,620	1,800	21,600	3.05		0.00	0
19112	POSTAGE, ON-SITE	50	600	38	460	38	50	600	0.08		0.00	0
19116	ADMINISTRATIVE MISC			01	10	01	01	12		12		
19117	DUES & PUBLICATIONS	50	600	75	905	75	75	900	0.13	300	50.00	
19119	BANK FEES	35	420	35	420	35	35	420	0.06		0.00	
19121	RESERVE STUDY CONSULTANT SRVC			50	600	50	50	600	0.08	600		
19124	ON-SITE STAFF	15,250	183,000	14,102	169,221	14,102	15,250	183,000	25.85		0.00	
19126	DELINQUENCY MONITORING	25	300	26	313	26	27	324	0.05	24	8.00	
19132	OPERATING CONTINGENCY	200	2,400	24	290	24	200	2,400	0.34		0.00	
19143	LEGAL-COLLECTIONS	75	900	-163	-1,957	-163	75	900	0.13		0.00	
19172	ACCOUNTING REIMBURSABLES	100	1,200	136	1,628	136	125	1,500	0.21	300	25.00	
19174	AMS COLLECTION EXPENSE			50	596	50	50	600	0.08	600		

GL Code	Description	Current Monthly Approved Budget	Current Annual Approved Budget	Monthly FYTD Average	12 Month Actual{6/30/2018}	12 Mth Average of Actual	Proposed Budget Monthly	Proposed Budget Annual	Monthly Unit Cost	2018-2019 Annual Variance	Annual Percentage Variance(%)	Remarks
19178	PROPERTY TAX	75	900	102	1,226	102	110	1,320	0.19	420	46.67	
19247	PAYROLL TAXES & BENEFITS	5,833	69,996	5,155	61,855	5,155	5,313	63,756	9.01	-6,240	-8.91	HR Admin Cost has been moved to 19111
19281	WEBSITE	50	600	463	5,557	463				-600	-100.00	
19295	ON-SITE OFFICE SUPPLIES	175	2,100	139	1,668	139	175	2,100	0.30		0.00	
19382	COPIER LEASE	400	4,800	582	6,990	583	585	7,020	0.99	2,220	46.25	0
19442	CLAC CONTRIBUTION	50	600				100	1,200	0.17	600	100.00	LegislativeC ommittee 2 Buck a door
	**TOTAL MANAGEMENT/ON-SITE ADMIN EXP	33,653	403,836	32,689	392,264	32,690	33,348	400,176	56.52	-3,660	-0.91	
	**INSURANCE											
19107	INSURANCE	7,810	93,720	7,826	93,907	7,826	7,960	95,520	13.49	1,800	1.92	
DC19307	FLOOD INSURANCE	24,417	293,004	37,505	450,059	37,505	24,417	293,004	41.38		0.00	Actual Flood no increase-stated differently now on financials-skews the 12 mth average
	**TOTAL INSURANCE	32,227	386,724	45,331	543,966	45,331	32,377	388,524	54.88	1,800	0.47	
	**TBD EXPENSES											
17209	PAYROLL PROCESSING FEES						520	6,240	0.88		0.00	HR admin-used to buried in 19247

GL Code	Description	Current Monthly Approved Budget	Current Annual Approved Budget	Monthly FYTD Average	12 Month Actual{6/30/2018}	12 Mth Average of Actual	Proposed Budget Monthly	Proposed Budget Annual	Monthly Unit Cost	2018-2019 Annual Variance	Annual Percentage Variance(%)	Remarks
	**TOTAL TBD EXPENSES						520	6,240	0.88	6,240		
	**TOTAL OPERATING EXPENSES	116,250	1,395,000	129,083	1,548,986	129,084	123,918	1,487,016	210.03	92,016	6.60	
	NET INCOME/(LOSS)			-11,431	-137,161	-11,432			0.00			

SOLAR ENERGY SYSTEM INSTALLATION

I. Statement of Purpose

A. These Rules apply to Owners in the Nepenthe Association (“Association”) who want to exercise their rights pursuant to California Civil Code Section 714, and Civil Code Section 714.1, as modified January 1, 2018, or any comparable successor statutes, to install a rooftop solar energy system for their Lot within the Association’s common interest development (the "Development"), either on the roof of the Owner’s residence dwelling, the roof of the Owner’s garage, or both. A solar energy system may include, and is not limited to, a solar water-heating system and/or a solar electric generating system.

B. The purpose of these Rules is to provide procedures and requirements for Owners who wish to install a rooftop solar energy system for their Lot’s household purposes in conformance with Civil Code Sections 714.1, or any comparable successor statutes.

II. Application Process

Owners wanting to install rooftop solar energy systems for their Lot’s household purposes must obtain approval from the Board prior to any such installation in accordance with the Association’s CC&R provisions and rules regarding architectural improvement requests. Upon approval being granted, the Owners must sign the agreement attached hereto as Exhibit A, as modified from time to time, or a substantially similar agreement approved by the Board.

In order to obtain the above-referenced approval, the requesting Owner must first submit the required application to the Association’s Architectural Review Committee. The application must include the application form, attached hereto as Exhibit B, as modified from time to time or a substantially similar form approved by the Board. In addition the following must also be included with the application.

A. Plans, including elevation drawings or appended photo renderings depicting the installation of peripheral equipment if being installed on the exterior of the residence, specifications confirming the specific solar energy system proposed for installation, and the proposed location for the installation of the solar energy system (such as, where the solar panels will be located, path for any conduit required and where the generating equipment will be located).

1. Plans for the solar energy system shall include a site plan, structural views, uplift calculations, three-line diagram, and details including product information and specification sheets for solar panels, inverter, disconnects and meters. Elevation drawings, or appended proportional photo renderings, depicting the installation of peripheral equipment if on the

exterior of the residence shall be included with the plans and application as further example of information required.

B. The proposed energy system installer's name, contact information, and contractor's license number, and a certificate of insurance showing the installer maintains insurance for the following: (a) general liability of a minimum of one million dollars (\$1,000,000) per loss, and (b) for workers' compensation as required by law; and

C. the Owner's acknowledgment of the terms of the application by signing the above-referenced application agreement (Exhibit A).

The Architectural Review Committee shall then review the Owner's application and make its recommendation on approval or disapproval of the application to the Board, and the Board shall send a written response to the requesting Owner approving or denying the request within fortyfive (45) days of receipt by the manager of the submitted application. If the Board fails to deny the application within forty-five (45) days of submission, the application is deemed approved, unless approval or denial is delayed as a result of a reasonable request for additional information (Civil Code Section 714(e)(2)(A) and (B)).

III. Rules for Approval of Solar Energy Systems Installations

A. These rules adopt the Architectural Review Committee Guidelines, Section 24, Solar Energy Roof Panels, which apply to all solar energy system roof panels and provide the following:

1. Owners are requested to please meet with the Architectural Review Committee before developing plans or submitting an application for approval.
2. Installation of the solar energy system(s) must be installed by a registered contractor as determined by the California Solar Energy Industries Association and the California Energy Commission.
3. Solar water-heating systems must be of dull black, non-reflective material, including all piping, brackets, fittings, clamps, etc. The piping into the roof shall be immediately adjacent to the manifold. The Owner is to maintain the installation in a uniform black appearance. Specific justification for a panel area greater than 120 square feet shall be provided in accordance with Section II, Application Process above.
4. Solar electric generating systems must meet these requirements:
 - a. The peripheral equipment, including any conduit, inverter, etc., associated with the installation of roof panels shall be located in an area that will

minimize the visual and aesthetic impact on the community. The first locations to be considered for peripheral equipment shall be the interior walls of the garage. If the interior wall of the garage is technically unfeasible, inside the patio fence line should be the next consideration.

- b. Supports for the solar panels shall not impose a dead weight concentrated load exceeding 150 lbs. anywhere on the supporting roof.
- c. Continuous supports for the solar panels shall not impose a dead load exceeding 75 lbs. per ft. on the supporting roof.
- d. Continuous supports for the solar panels that are installed perpendicular to the roof slope shall have a drainage gap at 10 ft. maximum.
- e. A building permit shall be secured prior to commencement of the installation of an approved solar energy system. The Owner or the solar energy system contractor shall submit an application for a permit to the City Building Department for the installation of the solar energy system and provide evidence of the approved permit to the Association, prior to commencement of the installation of the approved system. Any change to the system design or location of panels or peripheral equipment will require resubmission of the application (Exhibit B) and new approval by the Board.
- f. Utility company (SMUD) approval of proposed location of peripheral equipment with respect to existing electrical panel and energy supply is required. The Owner of the solar energy system or contractor shall submit an application to SMUD for the installation of the solar energy system and provide evidence of the approved application to the Architectural Review Committee, prior to commencement of the installation of the approved solar energy system. Any change to the system design, location of panels or peripheral equipment required by SMUD will also require resubmission of the application (Exhibit B) and new approval by the Board.

5. Owner's Responsibilities for Rooftop Solar Energy Systems

- a. The Owner shall be aware that penetrations of the roofing for the new solar panel installation or re-installation compromises the warranty for the roofing and the Owner will be responsible for the cost of any damage to the building's structure and interior due to water leakage caused by said penetrations.

- b. The Owner will be responsible for additional costs related to the removal and replacement of the solar panel system that will be incurred for future roofing replacements or repairs and inoperable systems must either be fixed or removed from the property (at the owner's expense) within one (1) year of becoming inoperable.
 - c. The Owner will be responsible for additional costs related to the removal of rooftop debris, whether during regular rooftop cleaning by the Association or for special cleaning required to clear debris that has collected under or around panels.
- B. Solar energy system installations are limited to those systems approved by the Board, and any installations in the common area will not be approved.
- C. Owners may install solar energy systems only upon approval by the Board of Directors.
- D. Installation of solar energy systems must meet all applicable health and safety standards imposed by the State of California and local permitting authorities.
- E. Owners may not cut, trim, remove, or take any action regarding any tree within the Association's common area for the solar energy system installation.
- F. Owners must maintain liability insurance on their Lot and Residence and provide evidence of the insurance to the Association within fourteen days of the Association's approval of the application and annually thereafter.
- G. Owners must (1) reimburse the Association for any additional costs the Association may incur in maintaining, repairing, replacing or restoring the components of Owner's Lot or Residence upon which the solar energy system is installed, including the roof of the building upon which the solar system is installed, and if necessary the removal and replacement of the solar energy system for purposes of performing these activities, and restoring the components to their original condition after removal; (2) be responsible for the costs for the maintenance, repair, and replacement of the solar energy system until the system has been removed; (3) hold the Association harmless for any damage that arises as a result of the installation and continuing presence of the solar energy system, and/or removal of the system and/or its re-installation; and (4) bear any additional insurance costs that the Association incurs arising from the installation and continuing presence of the solar energy system.
- H. Owners must indemnify, defend, hold harmless, and reimburse the Association or its members for loss or damage caused by the installation, maintenance, replacement, removal or use of the solar energy system, including but not limited to restoration of the components of Owner's Lot or Residence upon which the solar system is installed, including the roof of the building upon

This Agreement Affecting Real Property (the “Agreement”) is entered into between Nepenthe Association, a California nonprofit mutual benefit corporation (the “Association”), and _____ (“Owner”).

A. Owner is the owner of that certain property located in Sacramento County, California, commonly known as _____, Sacramento, CA (the “Home”) and with the following legal description:

[Insert legal description]

B. The Home is a part of the community development located in Sacramento County, California commonly known as Nepenthe Association (the “Development”), and as such is subject to the Third Amended and Restated CC&Rs of Covenants, Conditions & Restrictions of Nepenthe Association, recorded on October 14, 2015, at Book 20151014, Page 0349, in the official records of Sacramento County, California (the “Declaration”), and any successor amended and/or restated CC&Rs.

C. The Association is the owners’ association formed to manage the Development in accordance with the provisions of the Declaration.

D. Section 4.1(a) of the Declaration requires owners to obtain approval from the Association prior to making any addition to or alteration of their Lots, Residences or the Development.

E. Civil Code Section 714.1 provides that the Association may impose reasonable restrictions on the Owners’ installation of solar energy systems, which (a) provide for the maintenance, repair, or replacement of roofs or other building components, and (b) require installers of solar energy systems to indemnify or reimburse the association or its members for loss or damage caused by the installation, maintenance, or use of the solar energy system.

F. Owner wishes to install a solar energy system for Owner’s household purposes for Owner’s Home on the roof of Owner’s Home (residence and/or garage). Owner’s plans and specifications call for the solar energy system to be physically installed on the roof(s). Because installed solar energy systems might compromise the integrity of the waterproof barrier of the roof and adjacent components and buildings, and might lead to other maintenance problems, including, without limitation, increased costs, the installed solar energy system will be approved only if the requesting Owner agrees to the following: (1) reimburse the Association for any additional costs the Association may incur in maintaining, repairing, replacing or restoring the components of the Owner’s Residence and garage, and the roofs thereon, and adjacent components or buildings, and if necessary the removal and replacement of the solar energy system for purposes of performing these activities, and restoring the components and buildings to their original condition after removal; (2) be responsible for the costs for the maintenance, repair, and replacement of solar energy system until it has been removed; (3) hold the Association harmless for any damage that

arises as a result of the installation and continuing presence of the solar energy system, and/or removal of the system and/or its re-installation; and (4) bear any additional insurance costs that the Association incurs arising from the installation and continuing presence of the solar energy system;

G. Owner recognizes, acknowledges, and understands that an attached solar energy system might compromise the integrity of the roof of the Residence or garage upon which the solar system is installed, and the adjacent components and buildings, and might lead to other maintenance problems, including, without limitation, increased costs. In return for obtaining approval from the Association to install an attached solar energy system, Owner is willing to do the following: (1) reimburse the Association for any additional costs the Association may incur in maintaining, repairing, and replacing components of the Owner's Residence and garage, and the roofs thereon, and adjacent components and other buildings, and if necessary the removal and replacement of the solar energy system for purposes of performing the maintenance activities, and if not replaced then restoring the components and common area to their original condition after removal; (2) hold the Association harmless for any damage that arises as a result of the installation of the solar energy system, and/or removal of the system and/or its re-installation; and (3) bear any additional insurance costs that the Association incurs arising from the installation of the solar energy system.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other valuable consideration, receipt of which is hereby acknowledged, the Association and Owner hereby agree as follows:

1. Approval of Owner's Application for Architectural Approval Request for Solar Energy System Installation. The Association hereby approves the Owner's architectural request for the installation of the solar energy system.

2. Payment of Costs. Owner agrees to (1) reimburse the Association for any additional costs the Association may incur in maintaining, repairing, replacing or restoring the components of the Owner's Residence and garage and the buildings upon which the solar system is installed, the roof of the building upon which the solar system is installed, removal of rooftop debris, and if necessary the removal and replacement of the solar energy system for purposes of performing these activities, and restoring the components and buildings to their original condition after removal, (2) be responsible for the costs for the maintenance, repair, and replacement of solar energy system until it has been removed, (3) hold the Association harmless for any damage that arises as a result of the installation and continuing presence of the solar energy system, and/or removal of the system and/or its re-installation; and (4) bear any additional insurance costs that the Association incurs arising from the installation and continuing presence of the solar energy system.

Owner agrees to bear and pay any additional insurance costs that the Association incurs arising from the installation and continuing presence of the solar energy system.

Owner shall reimburse the Association for any such additional costs within thirty (30) days following written request thereof, and if not paid within such period, any such amounts shall be, and shall be treated as, a Special Individual Assessment. Nothing herein shall be interpreted or construed as requiring the Association to reinstall the solar energy system if the Association causes it to be removed during its activities, and the Association shall not be liable in any way to Owner or anyone else for any damage that might occur to the solar energy system during such activities, except for such damage that arises out of the sole gross negligence of the Association.

3. Trees. Owner may not cut, trim, remove, or take any action regarding any tree within the Association's common area.

4. Permits. Owner shall be solely responsible for obtaining all necessary government building permits prior to commencing installation of the solar energy system and shall provide all necessary government building permits to the Association prior to commencing installation of the solar energy system.

5. Release. Owner, for itself and its agents, successors and assigns, hereby releases and agrees to hold harmless the Association and the members of its board of directors and their agents, employees, members and independent contractors, from any and all liabilities, claims, demands, causes of actions, or other expenses in any way arising from, connected with or related to the installation, continuing presence and/or removal of the solar energy system and/or its reinstallation. In doing so, Owner waives, and understands and acknowledges the significance and consequences of waiving, the provisions of California Civil Code Section 1542, which provides:

A general release does not extend to the claims which the creditor does not know or suspect to exist in his or her favor at the time of executing this release, which if known by him or her must have materially affected his or her settlement with the debtor.

6. Indemnification. Owner agrees to indemnify, hold harmless, and defend the Association from, any liabilities, claims, demands, or causes of action against the Association and any other expenses incurred by the Association, which arise from or are related to the installation, continuing presence and/or removal of the solar energy system, including but not limited to restoration of the common area in the event of removal of the solar energy system and regardless of whether the company that installs the solar energy system goes out of business, lacks insurance, or becomes bankrupt.

7. Owner's Contractor's Insurance, Bonds and County Building Permits. Owner shall provide to the Association a certificate of insurance covering the contractor installing the solar energy system showing proof of insurance for the following: (a) general liability of a minimum of one million dollars (\$1,000,000) per loss, and the certificate shall name the Association as "additional insured"; and (b) for workers' compensation as required by law. Owner shall provide the certificates to the

Association before installation of the solar energy system and the insurance must cover the duration of the contract for installation.

Owner shall provide to the Association proof of the contractors' bond at the Association's discretion.

Owner shall provide to the Association copies of all necessary government building permits prior to commencing installation of the solar energy system, and copies of all signed government building inspection certifications upon completion of installation of the solar energy system.

8. Owner's Insurance. Owner shall provide to the Association a certificate of insurance covering the solar system installation, including but not limited to the Owner's unit, for at least one million dollars (\$1,000,000) in casualty and property damage, and at least one million dollars (\$1,000,000) in liability for property damage and personal injury. Owner shall provide the certificate upon signing this Agreement and annually thereafter.

9. Legal and Recordation Fees. Owner agrees to reimburse the Association for its legal and county recorder's fees to prepare and record this Agreement.

10. Assumption of Responsibility. Owner hereby assumes responsibility for any damages, liabilities, claims demands, or causes of action and any other expenses which arise from or are related to the installation, continuing presence and removal of the solar energy system.

11. Attorneys' Fees. In the event a dispute arises under or is related to this Agreement, and whether or not a lawsuit is filed or commenced, the prevailing party shall be entitled to all fees and costs, including attorneys' fees.

12. Complete Agreement and Modification. This Agreement represents the complete and total understanding of the parties with respect to the solar energy system proposed. With the exception of the Association's governing documents, any prior correspondence, memoranda, or agreements are replaced in total by this Agreement. No modification of this Agreement shall be made or effective unless and until such modification is executed by the Association and Owner, or their successors, or assigns, and recorded in the official records of Sacramento County, California. The recitals are hereby incorporated into and made a part of this Agreement.

13. Covenant Running with Property / Notice to Prospective Buyers. This Agreement shall run with the land and shall be binding on all parties having or acquiring any right, title, or interest in the Home, or any part thereof, and their heirs, successors and assigns.

Owner shall disclose to any prospective buyer of Owner's Lot the existence of the solar energy system, this Agreement and the related responsibilities of the Owner as stated herein.

14. Legal Counsel; Ambiguities. Each party acknowledges that it has had the opportunity to have this Agreement reviewed by legal counsel prior to executing the Agreement, and no presumption or rule that ambiguities shall be construed against the drafting party shall apply to the interpretation or enforcement of this Agreement.

15. Definition of Terms and Severability. Except as expressly provided herein to the contrary, all terms used in this Agreement which are defined in the Declaration shall have the same meaning as in the Declaration. Invalidation of any provision contained in this Agreement by judgment, court

order, or otherwise, shall in no way affect any other provision contained herein, or in the Declaration, which shall remain in full force and effect.

16. Headings. The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

17. Effective Date. This Agreement has been executed to be effective upon its recordation in the official records of Sacramento County, California.

Dated: _____

Dated: _____

Nepenthe Association

By Owner(s):

By President: _____
(sign name)

(sign name)

(print name)

(print name)

EXHIBIT B

NEPENTHE ASSOCIATION

APPLICATION FOR ARCHITECTURAL APPROVAL REQUEST

SOLAR ENERGY SYSTEM

Name _____

Lot Address _____

U.S. Mailing Address _____

Home Phone _____ **Work Phone** _____

Email _____

1. Applicant must submit this form and the following.
 - a. Plans as required under the CC&Rs for Solar Energy System Installations
 - b. Copy of the licensed contractor's certificate of insurance.
 - c. SMUD Approval (prior to commencement of work)
 - d. Approved Permit (prior to commencement of work)
2. Processing of this application may take up to forty-five (45) days. You may not begin work until the request is approved by the Board.
3. The purpose of this application is to provide compatibility and harmony in construction throughout the community and to minimize Association expense when maintaining the exterior of the home.
4. Approved requests will be valid for 12 months from the date of approval.
5. Any changes to the plans submitted as part of this application requires the applicant to submit a revised application which must be approved by the Board.

Proposed Start Date _____ **Proposed Completion Date** _____

Building Permit Required? ___ Yes ___ No

Guarantee/Warranty

Terms _____

General Description of Proposed Work (Attach additional sheets if necessary):

(Attach plans, specifications, pictures, brochure, etc.)

I hereby request authorization to make the above noted modification or addition to my residence. I understand and agree to the following, if the request is approved:

- a. All proposed changes must conform to building codes, if applicable.
- b. Owner accepts complete responsibility for painting, upkeep and maintenance of said improvements, including any necessary repairs to the exterior of the building as a result of said installation, hereafter.
- c. If applicable, owner may be required to obtain a building permit for this architectural modification.
- d. If applicable, owner will submit a copy City/County final inspection approval to the Association.
- e. Maintenance Responsibility Agreement may be required for certain modifications.
- f. Owner will assume all responsibility for any damage that occurs to the building, or other structures in connection with this architectural change.
- g. Owner acknowledges that the Owner must sign an agreement regarding the solar energy system that will be recorded with the county recorder.

Applicant Signature

Date: _____

Architectural Review Committee Action: Approved Denied

Comments: _____

—

Architectural Review Committee Chair
(Signature)

Date: _____

(Printed Name)

Tree Work Proposal



9530 Elder Creek Road, Sacramento, CA 95829 P.916.231.8733

DATE: 10/17/2018

RE: Tree Work Proposal – from Arborist Report date 10/4/2018
Nepenthe Association
Sacramento

This Proposal is to provide labor and material as stated below. All tree work is in accordance with ANSI A300 standards and the scope of work referenced in Addendum #1.

Tree Species	Location	Qty	Service Description	Price	Initial for Approval
Tulip	Zone 6 Tree #1944 202 Elmhurst Cir.	1	Structural Pruning of trees canopy	\$960.00	
Chinese Flame	Zone 6 No Tag 204 Elmhurst Cir.	1	Structural Pruning to correct irregular growth	\$80.00	
Chinese Elm	Zone 6 Tree #1916 306 Elmhurst Cir.	1	Full Prune of trees canopy	\$720.00	
Pine	Zone 6 Tree #1915 306 Elmhurst Cir.	1	Tree Removal and Stump Grinding	\$1,245.00	
Tulip	Zone 6 Tree #1923, 1924, 1897 304 Elmhurst Cir.	3	Full Prune of trees canopy	\$3,840.00	
Sweetgum	Zone 6 Tree #1894, 1893, 1897, 1806 310 Elmhurst Cir.	4	Full Prune of trees canopy	\$3,840.00	
Tulip	Zone 6 Tree #1835 402 Elmhurst Cir.	1	Weight Reduction Prune	\$1,920.00	
Tulip	Zone 6 Tree #1837 402 Elmhurst Cir.	1	Tree Removal and Stump Grinding	\$1,245.00	
Redwood	Zone 6 Tree #1810, 1811 504 Elmhurst Cir.	2	Prune to Reduce Codominant tops to prevent failure	\$1,920.00	
Tulip	Zone 6 Tree #1727 720 Elmhurst Cir.	1	Tree Removal and Stump Grinding	\$2,205.00	
Chinese Pistache	Zone 6 Tree #1746 714 Elmhurst Cir.	1	Full Prune of trees canopy	\$255.00	
Sweetgum	Zone 7 Tree #2003 1425 University Ave.	1	Full Prune of trees canopy	\$960.00	
Sweetgum	Zone 7 Tree #2038 1485 University Ave.	1	Reduction Prune of large limb to prevent failure	\$720.00	
Japanese Maple	Zone 7 Tree #2029 1461 University Ave.	1	Tree Removal and Stump Grinding	\$205.00	
Alder	Zone 7 Tree #2054 1515 University Ave.	1	Tree Removal and Stump Grinding	\$1,005.00	

Client/Owner: _____

Pear	Zone 7 Tree #2049, 2048 1503 University Ave.	2	Tree Removal and Stump Grinding	\$1,005.00	
Pear	Zone 7 Tree #2121 1557 University Ave.	1	Full Prune of trees canopy	\$720.00	
Chinese Pistache	Zone 7 Tree #2074, 2078 1563/1575 University Ave.	2	Full Prune of trees canopy	\$720.00	
Pear	Zone 7 Tree #2090 1593 University Ave.	1	Full Prune of trees canopy	\$255.00	
Flowering Crabapple	Zone 7 Tree #2105, 2090 1599/1647 University Ave.	2	Tree Removal and Stump Grinding	\$445.00	
Permits for Tree Pruning/Removal				\$250.00	
Total:				\$24,415.00	

NOTES

1. Upon Approval Addendum #1 is incorporated and an enforceable part of this proposal.
2. This proposal may be withdrawn by us if not accepted within 30 days.
3. The Grove is not responsible for damage done to sprinklers, water pipes, electrical or any other underground service connections. All repair issues will be immediately relayed to the client/owner. Any repairs deemed necessary can be contracted separately and will be billed on a time and materials basis.

TERMS AND CONDITIONS:

Net due upon 30 days. A finance charge of 1.5% per month will be added to the unpaid balance after 30 days. In the event legal action is taken to collect on a past due account, the debtor agrees to pay all collection costs including interest, attorney's fees and court costs. Any alteration or deviation from the above involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be in writing. The Grove Total Tree Care is not to be held liable for damage to irrigation when grinding stumps. Our workers are fully covered by Worker's Compensation and our firm covered by liability insurance.

CONTRACTOR:

The Grove
A division of Carson Landscape Industries
9530 Elder Creek Road, Sacramento, CA 95829
Contractor's License # 1034968
Ph: (916) 231-8733 * Fax: (916) 856-5410
Email: pdubois@thegrovetotaltreecare.com

CLIENT/OWNER:

The Nepenthe Association
Bettsi Ledesma
1131 Commons Dr.
Sacramento, CA 95825
Phone: (916) 929-8380
Email: Bettsi.Ledesma@fsresidential.com

By: Paul Dubois (by CR)

By: _____

Name: Paul Dubois

Name: _____

Title: Account Manager/Arborist

Title: _____

Date: 10/17/2018

Date: _____

Client/Owner: _____

Addendum 1

General Terms and Conditions

Scope of Work: All contracted services performed by The Grove are in accordance with the “Practical Specifications for Contract Tree Management,” through the American National Standards Institute and all pruning conforms to ANSI A300 guidelines. The Grove conducts all work in compliance with ISA ANSI Z133 Standards, OSHA and all state and local regulations. Contracted tree care work includes removal of all resultant debris and job site cleanup.

Payment & Invoicing: Work will be invoiced in full upon completion. Payment is due 10 days from date of invoice. A finance charge of 1.5% per month will be added to the unpaid balance after 30 days. In the event legal action is taken to collect on a past due account, the debtor agrees to pay all collection costs including interest, attorney’s fees, and court costs.

Change Orders & Additional Work: Any alteration or deviation to this proposal involving extra cost of material and/or labor will only be executed upon written and signed orders for same, and will become an extra charge over the sum mentioned in this contract. The order must describe the scope encompassed by the change order, the amount to be added or subtracted from the contract and the effect the order will have on the schedule of progress payments, if applicable. Failure to obtain a signed Change Order does not preclude the recovery by Contractor of compensation for work performed based upon quasi contract, quantum merit, restitution or other similar legal or equitable remedies.

Tree & Stump Removal/Grinding: Trees removed will be cut as close to the ground as possible based on conditions near to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to, concrete or brick filled trunks, metal rods, etc. If requested, mechanical grinding of visible tree stump is completed 8-12 inches below surface grade at an additional charge to the Client/Owner.

Scheduling of Work: This proposal is null and void if the jobsite conditions materially change from the time of approval of this proposal to the time work starts, such that the job costs are adversely changed. Scheduling of work is dependent on weather conditions and workloads.

Permits, Fees & Assessments: Unless otherwise agreed to in writing by both parties, the owner assumes full responsibility to obtain and pay for all necessary permits, fees, property taxes, and assessments.

Disclaimer: This proposal for tree care services was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. Visual inspection is reflected solely in bid provided. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. The work performed by The Grove is intended to reduce the chances of tree failure and any corresponding property liabilities, in addition to enhancing aesthetic value but is not a guarantee. We cannot be held responsible for unknown or otherwise hidden defects of your trees, which may fail in the future. The corrective work proposed herein cannot guarantee exact results.

Liability: The Grove is not responsible for damage done to sprinklers or underground utilities such as, but not limited to, cable, water, gas and electrical. Client/Owner shall be responsible for contacting Underground Service Alert to locate underground utility lines prior to start of work. The Grove will repair damaged irrigation lines at the Client/Owner’s expense and approval. Any illegal trespass claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.

Waiver of Liability: Requests for crown thinning in excess of twenty-five percent (25%), or work not in accordance with ISA (International Society of Arboricultural) standards will require a signed waiver of liability.

Commercial General Liability Insurance: Contractor carries commercial general liability insurance written by Golden Eagle Insurance. You may call John O. Bronson Company at 916-480-4150 to verify our coverage.

Worker’s Compensation Insurance: Contractor carries worker’s compensation insurance for all employees.

Attorney’s Fees: In the event that litigation is commenced to interpret or enforce any of the rights or obligations under this Agreement, the prevailing party shall be entitled to recover his attorney’s fees and litigation expenses incurred as a result of the litigation. Said attorney’s fees and expenses shall be fixed by the court or arbitrator.

Cancellation: Notice of cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

Client/Owner: _____

October 23, 2018



The Nepenthe Association
 Betsi Ledesma
 1131 Commons Dr.
 Sacramento, CA 95825
 Phone: (916) 929-8380
 Email: Betsi.Ledesma@fsresidential.com

**Re: Tree Work Contract for 2019 Revised
 Nepenthe Zone 1-7**

This commercial bid is to provide labor and material as stated below. All tree work is in accordance with ANSI A300 standards and the scope of work referenced in Addendum #1.

Work Description

Tree Maintenance Alternate Pruning

Provide a Maintenance Annual Prune on all trees in **Zones 1 -7** from High to Low Priority:

Zone	Days	Total
1	3Man Crew, 6 Days Tree Work	\$11,310.00
	Permit Fees	\$200.00
2	3Man Crew, 7 Days Tree Work	\$13,195.00
	Permit Fees	\$200.00
3	3Man Crew, 7 Days Tree Work	\$13,195.00
	Permit Fees	\$200.00
4	3Man Crew, 6 Days Tree Work	\$11,310.00
	Permit Fees	\$200.00
5	3Man Crew, 6 Days Tree Work	\$11,310.00
	Permit Fees	\$200.00
6	3Man Crew, 5 Days Tree Work	\$9,425.00
	Permit Fees	\$200.00
7	3Man Crew, 3 Days Tree Work	\$5,655.00
	Permit Fees	\$200.00
TOTAL CONTRACTED WORK		\$76,800.00

_____Initial



NOTES

1. Upon Approval Addendum #1 is incorporated and an enforceable part of this proposal.
2. This proposal may be withdrawn by us if not accepted within 30 days.

TERMS AND CONDITIONS:

Net due upon 30 days. A finance charge of 1.5% per month will be added to the unpaid balance after 30 days. In the event legal action is taken to collect on a past due account, the debtor agrees to pay all collection costs including interest, attorney’s fees and court costs. Any alteration or deviation from the above involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be in writing. The Grove Total Tree Care is not to be held liable for damage to irrigation when grinding stumps. Our workers are fully covered by Worker’s Compensation and our firm covered by liability insurance

Vendor:

The Grove
A division of Carson Landscape Industries
9530 Elder Creek Road, Sacramento, CA 95829
Contractor’s License #1034968
Ph: (916) 231-8733 * Fax: (916) 856-5410
Email: rperham@carson1975.com

Client:

The Nepenthe Association
Bettsi Ledesma
1131 Commons Dr.
Sacramento, CA 95825
Phone: (916) 929-8380
Email: Bettsi.Ledesma@fsresidential.com

By: Paul Dubois (by CR)
Name: Paul Dubois
Title: ISA Arborist/ Account Manager WE 9034AU
Date: REV. 10/23/2018 (Org.10/9/2018)

By: _____
Name: _____
Title: _____
Date: _____



Addendum 1

General Terms and Conditions

Scope of Work: All contracted services performed by The Grove are in accordance with the “Practical Specifications for Contract Tree Management,” through the American National Standards Institute and all pruning conforms to ANSI A300 guidelines. The Grove conducts all work in compliance with ISA ANSI Z133 Standards, OSHA and all state and local regulations. Contracted tree care work includes removal of all resultant debris and job site cleanup.

Payment & Invoicing: Work will be invoiced in full upon completion. Payment is due 10 days from date of invoice. A finance charge of 1.5% per month will be added to the unpaid balance after 30 days. In the event legal action is taken to collect on a past due account, the debtor agrees to pay all collection costs including interest, attorney’s fees, and court costs.

Change Orders & Additional Work: Any alteration or deviation to this proposal involving extra cost of material and/or labor will only be executed upon written and signed orders for same, and will become an extra charge over the sum mentioned in this contract. The order must describe the scope encompassed by the change order, the amount to be added or subtracted from the contract and the effect the order will have on the schedule of progress payments, if applicable. Failure to obtain a signed Change Order does not preclude the recovery by Contractor of compensation for work performed based upon quasi contract, quantum merit, restitution or other similar legal or equitable remedies.

Tree & Stump Removal/Grinding: Trees removed will be cut as close to the ground as possible based on conditions near to or next to the bottom of the tree trunk. Additional charges will be levied for unseen hazards such as, but not limited to, concrete or brick filled trunks, metal rods, etc. If requested, mechanical grinding of visible tree stump is completed 8-12 inches below surface grade at an additional charge to the Client/Owner.

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Permits, Fees & Assessments: Unless otherwise agreed to in writing by both parties, the owner assumes full responsibility to obtain and pay for all necessary permits, fees, property taxes, and assessments.

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Cancellation: Notice of cancellation of work must be received in writing before the crew is dispatched to their location or Client/Owner will be liable for a minimum travel charge of \$150.00 and billed to Client/Owner.

2019 - Plant Health Proposal - REVISED

Project Name: **Nepenthe Association**

Merit Tree Injection – Jan/Feb

- Application made in January or February to prevent infestations of sucking insects such as Aphids, Scale, Whitefly, Mealybugs and Lacebugs. One annual application will control these pests for one season. These pests not only damage plants, their feeding causes dripping of sticky honeydew on sidewalks, cars and structures.
- Systemic insecticide is injected into the root zone of target trees, shrubs and ground cover.
- Application cost based on tree diameter or shrub size.
- Applications must be made before pest problems develop.

<u>Tree Species:</u>	<u>2019</u>
Crepe Myrtle – (502”)	\$2,100.00
Elm – (500”)	\$2,100.00
Hachberry – (125”)	\$ 600.00
Tulip – (375”)	\$1,650.00
Zelkova – (75”)	\$ 225.00
Japanese Maple – (275”)	\$2,100.00
Robinia – (50”)	\$ 150.00
Red Oak – (75”)	\$ 225.00
Plum – (225”)	\$ 800.00
Total All	\$9,950.00

Deep Root Watering – Summer Table approval until Spring

Deep Root Watering is an application of Yucca extract and water injected into the soil around the tree’s drip line. Yucca extract helps to retain moisture in the soil and clings to the roots, helping them to retain water in areas within the landscape that receive minimal water. (ie: Reduced water in turf, fields and outlying areas of landscape).

Applications are made during **May, June, July**

- Before trees are in stress to help reduce stress
- While trees are in stress to help trees withstand periods of reduced water and to help with recovery

Note: It is best to do three applications 30 days apart during periods of stress.

<u>Tree Species</u>	<u>May, June, July</u>
Cedar & Redwoods	Total of 85 trees (3) Months at \$3,825.00 per month
Total All	\$11,475.00

Zone 1 = TBD Zone 2 = TBD Zone 3 = TBD Zone 7= TBD



Fruit/Seed Prevention – March Table until Spring

- Application of a growth regulator during flowering to prevent the formation of messy fruit or seedpods of specified trees. Eighty-percent (80%) control of fruit formation is expected.
- Liquidambar: one application late March to early April.

<u>Tree Species</u>	<u>March</u>
Liquidambar (84) & Purple Plum (20)	\$ 6,000.00

TurfPro

A division of Carson Landscape Industries
 9530 Elder Creek Road, Sacramento, CA 95829
 Contractor's License #470283
 Ph: (916) 431-8873 * Fax: (916) 856-5410
 Email: pdubois@thegrovetotaltreecare.com

The Nepenthe Association

Bettsi Ledesma
 1131 Commons Dr.
 Sacramento, CA 95825
 Phone: (916) 929-8380
 Email: Bettsi.Ledesma@fsresidential.com

By: <u>Paul Dubois (by DM)</u>	By: _____
Name: <u>Paul Dubois</u>	Name: _____
Title: <u>Account Manager</u>	Title: _____
Date: <u>October 17, 2018 (Rev. 10.18.2018) CR</u>	Date: _____

TERMS: Net Due 30 Days. A finance charge of 1.5% per month will be added to the unpaid balance after 30 days. In the event legal action is taken to collect on a past due account, the debtor agrees to pay all collection costs including interest, attorney's fees and court costs. Any alteration or deviation from the above involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be in writing. Our workers are fully covered by Worker's Compensation and our firm covered by liability insurance. **NOTE: This proposal may be withdrawn by us if not accepted within 30 days.**