



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

February 6th, 2019, 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 February 6th, 2019 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.
- b. **Board Goal Update**

III. COMMITTEE REPORTS

- a. Architectural Review Committee **Pages 8-9**
- b. Finance Committee **Pages 10-11**
- c. Grounds Committee..... **Pages 12-14**
- d. Insurance, Legal and Safety Committee..... **Page 15**
- e. Outreach Committee..... **Pages 16-17**

IV. MANAGEMENT REPORT Pages 18-37

- a. Report..... Pages 18-21
- b. January Nepenthe NewsPages 22-28
- c. 2019 Master CalendarPages 29-34
- d. Coast January Weekly Report Sheets.....Pages 35-37

V. HOMEOWNER CORRESPONDENCEPages 38-41

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 F as presented.

Begin Consent Calendar

- a. **Approval of Minutes January 2nd, 2019 Open Session Minutes**
..... **Pages 42-45**
Proposed Resolution: The Open Session minutes dated January 2nd, 2019 are approved as presented.

- b. **Financial Statement: December 2018****Separate Packet**
Proposed Resolution: The Board accepts the December 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a negative year to date variance of \$30,337 and reserve funding of \$2,213,464 compared

to the reserve funding budget of \$2,111,892. The reserves are funded through December 2018. The Association has \$252,632 in operating funds, which represents 0.86 months of budgeted expenses and reserve contributions. The Association has \$7,072,859 in reserve funds.

c. Appointment of Committee Members

The following homeowners, all members in good standing, have submitted a Committee Volunteer Application as well as a signed Conflict of Interest Form.

Proposed Resolution: The Board appoints the following Committee members:

Grounds Committee:

- Joleen Hecht
- Iris Bettencourt
- Yvonne del Biaggio

d. Appoint Inspectors of Election

Proposed Resolution: In conformance with Article II, Section 2.4(h) of the Nepenthe Bylaws, the Board hereby appoints Yvonne Del Biaggio, Kay Chmielewski, and Joleen Hecht to serve as the Inspectors of Election. The Inspectors will provide written designation of location to receive ballots as well as the poll closing time and date.

e. Set "Record Date" for Annual Election

Proposed Resolution: For the purpose of determining which homeowners are members in good standing and entitled to receive notice of any meeting, vote, act by written ballot without a meeting or exercise any rights in respect to any lawful action, the Board of Directors fixes April 3rd, 2019 as the "Record Date" for the 2019 Election in conformance with Article III, Section 3.8 (a) of the corporation's Bylaws.

f. Architectural Applications

The Architectural Review Committee met on January 8th, 2019 to review the application listed below. The application is in a binder on the directors' table.

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

	<i>Address</i>	<i>Application for</i>	<i>Recommendation</i>
1	1551 University Ave	HVAC Replacement	Approval
2	24 Adelphi Court	Emergency HVAC Replacement	Approval
3	1338 Commons Drive	Emergency HVAC Replacement	Approval w/ Conditions

<i>End Consent Calendar</i>

VIII. NEW BUSINESS

a. Notification of Change to California Civil Code 5501

Introduction and Background:

California recently enacted Assembly Bill 2912, which increases requirements for association Board members to review their financial results. Previous law required the Board to review financial information on at least a quarterly basis. The Civil Code has been amended to require that review to be performed on a monthly basis. In addition, it now requires the review to include the association's check register (check history report), general ledger, and delinquent assessment reports.

The financials and delinquent assessment reports provided to you on a monthly basis by FirstService already include the additional documents now required to be reviewed each month. The delinquent assessment report is also provided monthly and is reviewed and approved by the Board in Executive Session.

In the event a Board meeting is canceled due to lack of quorum or the decision to go dark for a month, the General Manager will send the financials to the Board via email for review. Ratification of the review and approval of the financials and delinquent assessment report will occur at the next following Board meeting.

Action Required: Review and File

b. California Civil Codes 5380 and 5502: Electronic Transfers of Funds Greater than \$10,000

Introduction and Background:

The legislature enacted Assembly Bill 2912 to protect associations by limiting automatic transfers of association funds without Board approval. While transfers Management makes are already approved in writing by our boards – whether through budget resolutions, vendor agreements, Reserve Expense Authorizations, Investment Management Authorizations, cash maintenance policies, our management agreement, or other documents – this statute requires additional authorization for electronic transfers.

The following resolution is intended to provide the Board's authorization for Management to make specific types of transfers. We recommend that the Board pass a similar resolution following elections, should the Board composition change. Management will track this task to remind the Board and ensure compliance.

FirstService's attorneys have drafted the resolution below, and we believe it meets the requirements of the new statute. As is always the case when new Civil Code or case law affects the Association, we encourage the Board to consult with counsel.

Management Recommendation:

That in order to comply with the new Civil Code, the Board authorize Management to make certain transfers that may exceed the statutory threshold.

Action Required: Board resolution

Proposed Resolution:

The Board of Directors (“Board”) authorizes Management to make the following transfers that may exceed (i) Ten Thousand dollars (\$10,000), or (ii) Five percent (5%) of the Association’s total combined reserve and operating account deposits, whichever is lower, from the Association’s accounts for the following purposes:

- To fund reserves;
- To pay utilities;
- To move funds pursuant to a Board resolution for a reserve expenditure;
- To implement the Board’s directives with regard to invested funds and bank account openings and closings;
- To pay for budgeted expenses, for all services provided by vendors selected by the Board for work the Board has engaged them to carry out, and for Management’s compensation and cost reimbursements under its Management Agreement with the Association;
- To remit amounts due to US Bank for transactions made by purchase cards; and
- For other authorized payments/transfers directed or authorized by the Board

c. **Nepenthe Logo Merchandise**Pages 46-48

To help fund Nepenthe Outreach Committee events throughout the year, management proposes that the Board consider the feasibility of purchasing small, logo items such as key rings, water bottles, etc. and offering them to the membership for sale. Monies received in excess of the cost would then be used to help fund association events.

Certainly, controls would need to be in place, but the main concern centers on whether this endeavor would influence Nepenthe’s tax status. Management recommends having the proposed process evaluated by counsel with input from the accounting firm of record. If feasible, management would like to put this on the March open agenda for Board approval.

Action Required: Discussion

d. **Swarthmore Enhancement Project**Pages 49-51

The Grounds Committee Chair, management, Board liaison and Landscaper have identified an area for renovation from 2232-2245 Swarthmore. The Grounds Chair provided a rough overview of the “Swarthmore View” draft plans to the Board of Directors at the December Open Session.

The proposed plans have been officially drawn up and presented to the Grounds Committee for recommendations and a final review. The Grounds Committee unanimously recommend approval. A bid proposal for this work and a copy of the drawn plan is enclosed.

Proposed Resolution: The Board approves the proposal from Coast Landscape for the Swarthmore Enhancement Project, in the amount of \$24,495.

IX. UNFINISHED BUSINESS

a. Flood Insurance Discussion

In December, President Loge received an email from a homeowner regarding flood insurance. The homeowner pointed out that improvements made to the levee may have eliminated the need for the association to carry flood insurance. The directors discussed this topic at the December Open Session and directed FirstService Residential General Manager Bettsi Ledesma to investigate the association’s options for flood insurance and provide a report of findings at the February 2019 Open Session. This report was provided to the Board separately.

Action Required: Discussion Only

b. Homeowner Request – Ash Tree at 609 Elmhurst CirclePages 52-57

The enclosed homeowner request letter is in reference to a large Ash Tree (#1175) recommended for removal on the September 2018 Tree walk by arborist Paul Dubois from The Grove Total Tree Care, due to its current condition. The tree in question has been on the monitor list and was pruned for deadwood in 2016. Tree has shown a significant rate of decline and has a large inclusion along with a pocket of decay. Mr. Dubois’s September 2018 Tree Walk report is also enclosed for review. This tree work was recommended by the Grounds Committee and approved by the Board at the November 2018 Open Session meeting.

Additionally, the arborist for the City of Sacramento has already approved the trees removal and publicly posted notice on the tree. However, the homeowners nearest to the tree at 609 Elmhurst Circle have requested a postponement of the trees removal for the reasons outlined in their letter. The City arborist, who was contacted first by the homeowner, has contacted Paul Dubois and Nepenthe Management in an effort to allow for an internal resolution before any actions are taken.

At the January Open Session, the Board of Directors tabled this item until this February Open Session meeting so that The Grove Total Tree Care can conduct a root excavation to determine if a threat to the foundation exists and provide a full report. As of now, The Grove has not received approval for the root excavation permit from the City of Sacramento. Excavation will be scheduled promptly after receipt if the Board should approve option 4 below.

The Board has the following options:

- 1) *Accommodate the request of the concerned homeowner and approve the pruning out of the immediate hazard deadwood. Postponing the removal and monitoring the tree in the interim.*
- 2) *Accommodate the request of the concerned homeowner and approve the pruning out of the immediate hazard deadwood with the cost associated with the pruning to be paid for by the homeowner. Postponing the removal and monitoring the tree in the interim.*

- 3) *Accept both the City arborist and arborist Paul Dubois's current recommendation, and move forward with the removal of the tree.*
- 4) *Continue to table this item until a full report has been received from The Grove regarding the findings of the root excavation.*

Action Required: Board discussion and resolution

Managements recommendation: The association has been notified by its contracted licensed arborist, of the tree's decay and significant rate of decline. The arborist's recommendation has been confirmed by the local authority. In the interests of risk management, FirstService Residential recommends approval of Option 3.

Proposed Resolution: The Board hereby approves Option # _____ and directs management to implement the directive.

X. HOMEOWNER COMMENTS

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XI. NEXT MEETING: Wednesday, March 6th, 2019 at 5:30 pm in the Nepenthe Clubhouse

XII. ADJOURN

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, January 8, 2018 at 5:30 pm in Clubhouse

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

Members absent: Ken Luttrell, Alan Waters

Present: Jan Summers, Nepenthe Board Liaison.

Meeting was convened at 5:30 pm.

A. Welcome and Opening Remarks.

B.1. Homeowner Requests Recommended to be Approved.

1. **1551 University Ave.** – Charles Wright has requested replacement of the HVAC system in his 2300 model. The contractor is Coaches HVAC and the unit to be installed is a Goodman 3-ton, 14 SEER unit. Nothing unusual on this installation.

Approval recommended: 6 approvals, with 2 abstains for vacation reasons.

B.2. Homeowner Requests Not Voted On:

1. **718 Elmhurst Cir.** – William White submitted an application for a small trellis and then decided to re-think his plans. Application withdrawn.

B.3. Emergency Approvals Granted and Voted on via Email:

1. **24 Adelphi Ct.** – Dan and Linda Parfitt requested emergency approval of an HVAC system replacement in their 1625 model. The contractor is Clarke & Rush and the unit to be installed is a Carrier 3-ton, 16 SEER unit. Nothing unusual on the installation.

Approval Recommended: Email vote dated 1/18/19 – all 8 committee members voted to approve.

2. **1338 Commons Dr.** – Kristan Sarve-Gorham requested emergency approval of an HVAC system in her 2000 model. The contractor is Garick, and the unit installed is to be a Lenox 2.5-ton, 14 SEER unit. **Approval Recommended with Conditions:** If Garick determines need to modify existing fence boards to improve airflow into the compressor (Lenox Merit series 14HPX, model 030), installer is allowed to remove the lower portion of relevant 2x2 slats - leaving the top portion attached between the middle and top rails to maintain an unchanged, uniform top. This fence area is covered by a very large bush, so this alteration will not be noticeable from the common area.

(Email vote dated 1/25/18 – all 8 committee members voted to approve.)

C. Approval of Minutes: done via email.

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

F. Old Business: none.

G. New Business: none.

H. Meeting adjourned at 5:49 pm.

I. Next meeting. Next regular meeting on Tuesday, February 12, 2019, at 5:30 pm in the Clubhouse.

Respectfully submitted, Jenny Smith, A.R.C. chair

Finance Committee

Minutes

January 21, 2019

Bettsi's Office

4:30 pm

Attendees:

Members: Joan Haradon, Chair; Will Vizzard, Susan Timmer

Board Liaison: Christina George, Treasurer

Nepenthe Office Manager: Bettsi Ledesma

I. Old Business

A. Minutes of 11/28/2019, were approved.

B. 1/31, Thursday AM, 2/1, Friday PM, and 2/5 Tuesday, late morning or early PM are three proposed meeting dates with Propp, Christensen, & Caniglia (PCC) to discuss evaluation of Entity-Level Controls.

ACTION: Please send any areas of concern or topics that you would like PCC to address prior to meeting to FC Chair.

C. Bettsi presented a format for a report to track annual reserve expenses vs allocations.

ACTION: Bettsi will send a sample of this report with 2018 year-end data by Friday, 1/25, for committee review and recommendations.

II. New Business

A. Reviewed 2018 November & December Financial Reports. Nine questions/ inquiries from the committee were addressed by Bettsi in written form which are attached to the minutes.

ACTION: Bettsi will inquire as to whether or not FS can rerun December Financial Report with the corrections noted in her response document.

B. Recruitment of additional members will commence using the revised standards & practices for committee membership.

III. Agenda Items - February 18, 2019

- Review reserve expense/allocation report
- Review corrected December Financial Report (if available)
- Review January financial reports
- Review 2019 Ops Budget and Reserve Allocations

Attachment: Bettsi's Response to Item I. B.

Nepenthe Grounds Committee Meeting
January 17, 2019 3:00PM
Nepenthe Clubhouse

Present were:

Don Landsittel, Committee Co-Chair
Ron Holehouse, Zone 1
Diane Durawa, Zone 2
Lisa Tafoya, Zone 3
Pam Sechrist, Zone 5
Pat Thompson, Zone 6
Joan Barrett, Secretary
Bettsi Ledesma, General Manager

Marty Henderson, Irrigation
Diane Luttrell, Zone 1
Valerie Layne, Zone 2
Kay Chmielewski, Zone 4
Kathy Waugh, Zone 6

Daniel Devlin, Asst. Community Manager
Juliana Brown, Coast Site Manager
Barry Nietsch, Coast Regional Manager

Not present:

Linda Cook, Board Liaison

Guests:

Frank Loge, Board President
Joan Haradon, Finance Committee Chair

Yvonne Delbiaggio, future Zone 3

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

Don asked for approval of the last minutes with a correction to the comment Marty made in the last minutes. **Diane Durawa** made a motion to accept the minutes as written, **Marty** seconded the motion, the motion passed.

Don welcomed the new Steward for Zone 7, Yvonne Delbiaggio, and announced that Mike Herder submitted his resignation as a Steward for Zone 3 due to work demands.

Don invited **Frank** to speak to the Swarthmore Drive plan. **Frank** said that he met with **Bettsi, Linda, Don, Juliana, Valerie and Daniel** on October 18, 2018 regarding a plan to renovate an area of Nepenthe landscaping and the area at the base of the Swarthmore circle was chosen at that meeting. He reiterated that the Board decision to hire Coast was predicated on their expertise in landscape design and this project would exercise that skillset and be an opportunity for Coast to demonstrate their capabilities to the homeowners and the Grounds Committee.

Frank spoke to the three levels of landscape management;

- **general maintenance** from the operations part of the budget;
- **remediation**, special projects paid for from reserves and requiring separate crews and
- **enhancements** also paid from reserves and requiring separate crews.

Frank said that he would like to see the project brought to the Board at the February meeting.

Discussion followed about the project and **Juliana** answered questions about removing the ivy in the Swarthmore section and grading properly so that bark that will replace it will remain as much as possible within the areas designated and not on the pathways. **Juliana** predicted that the work, once begun, would take a couple of weeks and is projecting March inception. **Marty** asked if the irrigation had been factored into the preparation for the renovation and **Juliana** said that it had.

Remediation Action Plan

Don laid out the plan to allow the Zone Stewards one more input for new plants needed to complete the remediation work. **Don** expressed the opinion that once the remediation was completed this year that the future expenses should be less expensive.

The remediation work will begin in Zone 7 and proceed through the zones to Zone 1. Zone 1 being the last due to the irrigation work still needed in Zone 1.

Enhancements

Don said that in the past “extra work” was done on a random basis and the current plan was implemented to update contiguous areas i.e. “Views” now to be referred to as “Enhancements.” See Frank Loge’s comments above.

Don asked that the Zone Stewards identify two areas within their Zones for Enhancements and to submit these Enhancement areas, with photographs, to him before next month’s meeting. Daniel Devlin is available to assist with the photographs.

Joan Haradon asked how many enhancement projects are anticipated per year and **Don** said that it would depend on the finances available. **Marty** asked for a rough estimate of what the renovations will cost and **Bettsi** deferred an answer until she can provide actual figures at the next meeting.

Trees

A listing of the trees removed during 2018 was previously provided to the Stewards. **Don** asked that Stewards consider the trees that have been removed in their area and to suggest locations for new trees to replace those removed. A preliminary revised “Tree List” has been developed. This list has been developed through the cooperative efforts of Grove, Paul Dubois, Coast Juliana Brown, and Nepenthe Zone 2, Valerie Layne,.

Tree Report There was no Tree Report this meeting from Grove, Paul Dubois.

Coast Rep, Juliana Brown

Read the weekly report of Coast’s activities submitted previously. Crabgrass elimination is the current concentration along with hard pruning. A discussion of the proper treatment of flowering plants followed.

Don asked that the Stewards read the Scope of Work for Coast provided last week.

Zone Stewards

There were no additional comments or questions from the stewards.

The meeting was adjourned at 4:39PM

Respectfully submitted,

Joan Barrett, Secretary

Edits by Donald Landsittel, Co-Chair

Request for Board Action

The Grounds Committee recommends to the Nepenthe Board of Directors the authorization for Coast Landscape Management to proceed with the "...Swarthmore View #1 /renovation..."

Diane Durawa made a motion to accept the Coast proposal dated 20-Dec-18 as written for \$24,495.00 and **Marty Henderson** seconded the motion. The motion passed without opposition.

Next Zone Walk, there was no walk designated

Next Tree Walk, February 11th, 2019

Next Grounds Committee Meeting, February 21, 2019- 3:00PM- Nepenthe Clubhouse

MINUTES

ILSC

January 8, 2019
Nepenthe Library

IN ATTENDANCE:

Nancy Arndorfer, Chair	Jerry Dunn
Mike Cochrane	Bill Olmsted
Greg Beale	Steve Huffinan, Board Liaison

Nancy called the meeting to order at 5PM, and the minutes of the December 1st meeting were approved as written.

FYI: Jerry stated that there were no new flood insurance policy issues pending per FEMA. Nancy announced that FEMA will not be issuing any new Flood Policies or Renewing any Flood Policies as long as the Government Shut Down is in effect.

OLD BUSINESS:

The balance of the meeting was spent discussing our community disaster and preparedness plan with Steve leading the discussion. He has spent considerable time and energy reviewing the First Service Association Consulting plan and contract as it would pertain strictly to Nepenthe. He handed each member a copy of the "service agreement" which he had well annotated in his hand with all of the additions, deletions and corrections which we had discussed earlier. This made a final copy that was acceptable to all committee members. Steve had ironed out all of the details through numerous conversations with Rodney Riepenhoff (RR) of FirstService. RR has told Steve that he thinks the completion of the contract, once accepted, could be done within 30 days, and we all agreed that hopefully it could be completed by the end of February.

Steve said that there was going to be an emergency Board meeting on January 18th with this project as the agenda. It was moved by Greg and 2nd by Bill to have Steve take all of this completed information and present it at that meeting) which the committee unanimously approved.

Steve said he would handle that, and Nancy said that she would advise Bettsi of this.

The committee extended it's thanks to Steve for all of his work on this important project.

The meeting was adjourned at 5:33 PM.

Submitted by Wm Olmsted

The next regular Board meeting will be on February 6th, and the next ILSC meeting on the 12th.

**NEPENTHE ASSOCIATION
OUTREACH COMMITTEE MEETING**

January 22, 2019, 4 p.m.

Nepenthe Clubhouse, 1131 Commons Drive, Sacramento, CA. 95825

1. Call to Order

The meeting was called to order by Outreach Chairman Charles Schaffer at 4 p.m.
Members present: Valerie Weinberg, Karen Van Maren and Bonnie Jean Ueltzen.
Members absent: Anne Conway, Board Liaison Linda Cook.

2. Announcements

Charles announced that he had received the resignation of Kathy O'Neill from the Outreach Committee.

3. Old Business

Charles reported that the feedback from the Christmas party had been universally positive, with the buffet costs covered by the Board of Directors, and food supplied by Safeway. The event was well-attended, he reported.

4. New Business

Charles reviewed the discussions he is having with Mike Rodgers, the group events coordinator for the Sacramento River Cats baseball team, whose season begins on 1 April. The minimum number of seats for the group discount is 20, and a commitment fee of \$150 has been paid to the River Cats to secure a group event for Nepenthe. The current ticket price is expected to be \$28/ticket, with a tentative date on 5 May. Members pointed out that this presented a conflict with a possible Cinco di Mayo event, and alternative afternoon game dates will be explored. Transportation will not be provided, but free parking is offered for vehicles transporting 4 or more persons to the game. A possible alternate date was proposed for 2 June, the next afternoon home game not in conflict with Cinco di Mayo or Mother's Day. Charles will follow up with Mike Rogers to see if the date can be moved for the group event. Sales of fewer than 20 tickets will result in an option to transfer some of the ticket fees to later games.

Charles reported that he had received 6 replies to his Nepenthe newsletter inquiry about interest in a golf group, which he considered sufficient to form a golf and coffee group. He pointed out that additional golfers may be interested from Campus Commons, where he has not yet inquired about interested golfers.

A possible kick-off event for the "Jazz at the Pool" summer series was suggested by Valerie Weinberg, with a performance by her and her accompanist, Chet. The Sunday of

Memorial Day weekend may be a possible target date, with the event in the clubhouse if weather does not permit an outdoor performance. Valerie will explore the availability of a “no guaranteed minimum” food truck for that date, and she suggested that we consider admitting veterans as guests without paying the ticket price, to honor their military service.

Charles pointed out that the Outreach Committee currently has no budget for events that are planned by the Committee, and that we may need to approach the Board of Directors for consideration of a budget fund dedicated to deposits and expenses for Outreach-sponsored events.

5. Recommended Actions for the Board

None recommended.

6. Next Meeting

The next meeting for the Outreach Committee is scheduled for 26 February, 2019, in the Nepenthe Clubhouse at 4 p.m.

7. Meeting adjourned at 4:30 p.m. Minutes respectfully submitted by Bonnie Jean Ueltzen.



Nepenthe Association

Management Report – February 6th, 2019

1 COMMUNICATION

1.1 THE NEPENTHE NEWS WAS LAST PUBLISHED ON JANUARY 4TH, 2019. THE NEXT NEWSLETTER WILL BE PUBLISHED ON FEBRUARY 8TH, 2019. TOPICS TO BE COVERED ARE:

- Manager’s Report
- President’s Letter
- Cash Flow Report
- Water Meter Forums - Overview
- Landscape Update
- Contracts awarded at February 6 Executive session
- Election update- call for candidates
- Pets of Nepenthe
- Group announcements

1.2 WEBSITE:

- Calendar is up to date and complete.
- Announcements scroll received most recent update on 2/01/19.
- Changed web host to provide enhanced speed for website users.

2 ADMINISTRATION

2.1.1 **Parking** – Manager met with director George twice this month to review ongoing parking enforcement items and compliance issues.

2.1.2 **Meetings with Board President** – Manager met with Board President, Director Loge, on a weekly basis to review action items, items of concern and upcoming facility or administrative projects.

3 FACILITIES

3.1.1 **Fencing Repairs** – Management is currently working with CAM Construction to prepare a scope of work for fence repairs. If the amount of work exceeds the annual reserve allocation, management will put together some strategies for phasing the work based on priority. Findings will be presented to the Board for final approval.

3.1.2 **Lock Replacements - Sacramento Valley Lockworks** – Many locks that were in place throughout Nepenthes’ clubhouse, cabanas, office and amenities were inefficient for security purposes and rentals of the clubhouse facilities. Management did a thorough walk thru on 11/20/18 of the

property to verify all lock locations and type of key service needed for each lock and location. (Master Key, Sub master Key, Electronic Access, door knob replacements, Etc.) A bid was received for this work and was approved by the Board at the January 2nd Executive Session. All re-keying and lock replacements were complete as of mid-February.

- 3.1.3 **Board Meeting Signage** – The old signage placed in the development and used as upcoming Board meeting reminders were quite dated, worn and slightly damaged. Replacement Board Meeting signs have been ordered and received. The new signs will take the place of the old signage immediately.
- 3.1.4 **Roof Repairs** –The Board is expected to approve a proposal for roof inspections and repairs to commence per zone, starting with Zone 1 in March. Subsequent zones will be authorized the Board as the work progresses.
- 3.1.5 **Gutter Cleanings** – Randy Ross Cleaning Services has been contracted for the annual roof and gutter cleanings. Cleanings are ongoing and are expected to continue through February per the contract. As of February 1st, Zones 3, 4, 7 and some select homes have been completed, and he is currently in Zone 1.
- 3.1.6 **Lighting** – Management addressed a number of light issues this month. The Dunbarton “Lollipop lights” on the north end of zones 3 and 4 were out for a number of weeks due to an underground power failure to the light poles. The lengthy repairs needed to the lighting on Dunbarton are now complete and lighting is fully functional as of 01/28/19.

In addition, the brick monument lighting at the private street entrances was also in need of repair as the ballasts were damaged and number of bulbs were out or not cost efficient. One light pole near 116 Dunbarton was knocked over by an unknown driver but was not damaged. Repairs for both the monument lighting and the light pole near 116 Dunbarton are also complete as of 01/28/2019.
- 3.1.7 **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.
- 3.1.8 **Clubhouse / Cabana Rentals** – There have been a total of 3 rentals in the month of January. 3 Dunbarton Cabana rentals and 0 clubhouse rentals.

4 GROUNDS

4.1 LANDSCAPE

- 4.1.1 The Grounds Committee Chair, management, Board liaison and Landscaper have identified an area for renovation from 2232-2245 Swarthmore. The proposed “Swarthmore View” draft plans have been drawn up and presented to the Grounds Committee. The Grounds Chair provided a rough overview of the plan to the Board of Directors at the last Open Session. The Grounds Committee recommends approval of this proposal as does management. A bid proposal for this work is included in the Board Packet for review by the Board of Directors at the Open Session meeting.

- 4.1.2 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. The January Weekly Report Sheets from Coast are attached to this report.
- 4.1.3 New plantings, postponed until 2019, have been compiled by zone stewards and submitted to management for organization of plantings per zone. Facilities Manager Daniel Devlin, has developed a tracking sheet, outlining items noted by Grounds Committee stewards for remediation. Grounds stewards are finalizing the plant count. Coast has marked the plant locations in Zone 7 and anticipated dates for planting will be provided to the Board as soon as Coast provides them.
- 4.1.4 Weekly Zone Walks: Grounds Committee Chair person and management agreed that a brief meeting at the clubhouse will take the place of Friday zone walks until FEBRUARY, so that the action plans associated with the abundance of information already collected can be thoroughly discussed and implemented.

4.2 TREE MAINTENANCE

- 4.2.1 **Tree Walks** - Monthly tree walks ceased after October to allow time for the annual maintenance pruning and will commence again in February. The walks will be on the second Monday of every month. The arborist's report is always available at the office for homeowner review.
- 4.2.2 **Annual Maintenance Pruning** – The approved maintenance pruning for the trees within the development began mid-December and the pruning will continue throughout the Winter months. Expected completion is end of February 2019.
- 4.2.3 **Merit Injections for the prevention of aphids**- The Injections were done the weeks of the 7th-11th and 14th-18th. As it takes 5-6 months for the trees to pull the product into the canopy, the injections take place in January –February so the product can take effect. Additionally, it is preferable to do the injections with some rain as this will help the root system to pull the product up with water.
- 4.2.4 **609 Elmhurst – Ash Tree**
The homeowners at 609 Elmhurst Circle formally requested a postponement of the removal of the Ash tree near their home, designated for removal from the September 2018 tree walk due to the trees current condition. Their letter of request was reviewed at the January Open Session meeting. The Board chose to table the discussion until a thorough root excavation is done to assess whether or not a threat to the foundation exists. The Grove has not received approval for the root excavation permit from the City of Sacramento as of yet. Excavation will be scheduled promptly after receipt.

5 FINANCIAL

5.1 FLOOD INSURANCE SURCHARGE:

Management met with Mr. Deshong, Farmers Insurance Agent to go through each address for updates in ownership or residency for the Flood Insurance Policies in order to assess non-resident owners the \$225 surcharge. The letters notifying these owners will be sent in February and the surcharge will be assessed on the April statements.

5.2 DECEMBER 2018 FINANCIALS

The December financials are enclosed for review. Management has been working closely with the Finance Committee in reviewing the year end numbers.

6 GOVERNANCE

6.1 COURTESY PATROL

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

6.2 NON-COMPLIANCE NOTICES

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

Number of Notices Sent Per Violation	Type of Violation
1	Landscaping – Trim Trees
2	Architectural Application – Not Approved
2	Parking – Invalid Pass
1	Rental of Property – Documentation Required
1	Inappropriate Behavior - Misconduct
4	Non-Compliance – Other
3	Garage – Improper Use



Happy 2019, Nepenthe!

NEPENTHE NEWS

Letter from the President

“Happy New Year! Lots accomplished last year, and Nepenthe has a great year ahead. We all survived the “Great Leaf Drop” these past few weeks. Management, who meets every week with the Chair of the Grounds Committee and our landscape contractor, Coast, was finally able to get ahead of the leaf deluge. Thanks to Coast for providing two additional crews, at no charge, to clean up as much as possible before the Christmas weekend. In years past, Nepenthe has added additional crews, at Nepenthe’s expense, to deal with leaves. Each year, leaf season brings us new challenges. Nepenthe loves its trees, so this is just a minor price to pay.

Speaking of grounds, next week the first Grounds Remediation Project begins. Zone 7 will be the first for shrub/plant replacement and other work. Once zone 7 is completed, another zone will start. Coast will have a separate crew on site to perform this work. At last, Nepenthe is ready to begin tackling some remediation work that has built up over the past years.

The first Water Meter Forum will be underway on Saturday, January 5th at 10AM at the Clubhouse. If you don’t make it to this Forum, another is scheduled for January 15th from 7 to 9PM. Worth your time if you can attend.

...Continued on Page 2

Water Meters at Nepenthe



Wood Rogers, respected engineering professionals who are comprehensive in their approach to projects, has been contracted by the Board of Directors to do a complete analysis of the anticipated costs associated with water metering.

They have graciously scheduled two dates to be here with us for a forum to discuss and explain the changes that Nepenthe can expect to see after the installations of water meters take place. They will go over their analysis and help with any questions that residents might have.

Mark your calendars for the below dates. Your attendance is strongly recommended.

Saturday, January 5th from 10:00am-12:00pm
Tuesday, January 15th from 7:00pm-9:00pm



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Presidents Letter Continued from Page 1

Finally, I would like to welcome Joan Haradon as Chair of the Finance Committee. She and the committee will be meeting monthly. Review of the Nepenthe Monthly Financial Statements will be a priority. In addition, the Finance Committee will be assisting the Board with a management audit of financial practices and standards the Board has instituted over the years. An outside audit firm familiar with homeowner associations will perform the work. While a review such as this is not necessary every year, it has been a long time since Nepenthe took a hard look at its financial practices. Nepenthe has matured over the years and needs to make sure procedures, policies, and practices comply with all State and generally accepted financial guidelines. Glad to have Joan and the Finance Committee as an integral part of this review.

Well, until next month, keep enjoying all the benefits Nepenthe has to offer, including a dedicated Board.”

-Frank Loge, Board President



Christmas Tree Pick Up

To sign up, drop by the office before January 6th (open 9am-1pm) with a check made out to Coast Landscape for \$5, per tree. On Sunday evening, January 6th, pull your tree out to the intersection of your alley and street like you do with any other green waste (Does not need to be bagged) and Coast will pick it up Monday Jan. 7th.

Nepenthe Annual Elections

The Annual Election of the Nepenthe Board of Directors is approaching with the Annual Meeting to be held on **Wednesday, May 22nd**

This year three Director positions are up for election. If you are interested in running for a position on the Board, please contact the Nepenthe Office staff by e-mail (nepenthe.hoa@fsresidential.com) or by phone at (916) 929-8380, and your name will be forwarded to the Nominating Committee. Following is the timeline for the 2019 election.

ELECTION SCHEDULE

March 6th- Board meeting – Slate of candidates’ names presented by Nominating Committee

Wednesday, April 5 - Candidates’ statements and pictures due to Office (to be included in the April newsletter and Ballot packets mailed to homeowners)

Tuesday, April 19 - Names of Self Nominated Board candidates due to Nepenthe Office

Tuesday, April 19 - Election Committee mails Ballot packets, including statements and pictures, to homeowners (to be returned no later than May 19)

Saturday, May 4th (10:00 a.m. – noon) - Candidates’ Forum for Nepenthe homeowners

Wednesday, May 22, 5:00 pm - Annual Membership Meeting and Election

Important Dates for January

- * Nepenthe Cook Book Club (Dunbarton Cabana).....1/14 3:30pm-5:00pm
- * Insurance, Safety and Legal Committee Meeting.....1/08 @ 5:00pm
- * Architectural Review Committee Meeting.....1/08 @ 5:30pm
- * Grounds Committee Meeting.....1/17 @ 3:00pm
- * Finance Committee Meeting.....1/21 @4:00pm
- * Outreach Committee Meeting.....1/22 @ 4:00pm
- * Nepenthe Cook Book Club.....1/27 @ 1:00pm

Did you know? Nepenthe has a Book Club!

If you are interested in attending the book club, come on in to the Clubhouse Library the second Monday of each month from 3:30pm-5:00pm for some good reads and great discussions!

November Cash Flow Report

Sources / Uses	Operations	Reserves
Beginning Balance 1/1/2018	\$256,783	\$6,219,844
Plus Income	\$3,330,787	
Accounts Payable		
Pending Reserve Expense		
Reserve Investment Income		\$57,481
Contributions to Reserve		\$1,977,993
Less Operating Expenses	(\$1,350,461)	
Reserve Funding	(\$1,977,993)	
Reserve Expenditures		(\$1,328,404)
Ending Balance 11/31/2018	\$259,116	\$6,926,914

November Budget Report

Actual year-to-date income of \$3,330,787 versus year-to-date budgeted income of \$3,214,651 produced a positive variance of \$116,136.

Actual year-to-date operating expenses and reserve contribution of \$3,328,454 versus year-to-date budgeted expenses of \$3,214,651 produced a negative variance of (\$113,803). The two combined variances produced a positive year-to-date variance of (\$2,333).

Approved Architectural Modifications

The improvements listed were approved by the Board of Directors on

January 2nd, 2019

(Some applications may have partial approval or include conditions)

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 January 8th, 2019 in the
Clubhouse Lounge at 5:30pm**

Address	Application
712 Elmhurst Circle	Window Replacement
1350 Commons Drive	Security Camera Installation
901 Elmhurst Circle	Solar Tube w/ Night Light
714 Dunbarton Circle	Window Replacement
210 Elmhurst Circle	Window Installation



Awarded Contracts

The following contracts were approved in the January Executive Session Board Meeting:

- 1) \$4,253.85 - Sacramento Valley Lockworks, re-key facility locks and develop new master key system.

The Role of Management

“Happy New Year, Nepenthe! I am sending all of you warm wishes for a happy and prosperous 2019.

Many of you know that I have been the General Manager here since 2013. You’ve also seen other staff members serve here throughout the years, but you may not understand the management role in relationship to the association.

Nepenthe Association contracts with FirstService Residential for management services. FirstService Residential, a national leader in the field of community association management, was formerly known as Merit Property Management and has been Nepenthe’s contractor since January 2007.

FirstService Residential employs highly-qualified professional community managers and support staff for the communities they serve. Every Community Manager and General Manager must have their CMCA - Certified Manager of Community Association. This credential is earned through the Community Association Management International Certification Board and requires continuing education for renewal.

I think informed communities are good communities so I would like to share with you the role of management within the association. Management has two primary responsibilities: to carry out policies set by the Board and to manage the association's daily operations. Our overarching mission at FirstService Residential is to deliver exceptional service and solutions that enhance the value of every property and the lifestyle of every resident in the communities we manage.

Here are some important things for you to know:

- While I work closely with the Board, I am an advisor—not a member of the Board. My team and I do not set policy, we implement it. If you have a concern that is not related to management’s duties, please send a letter or e-mail directly to the directors - their contact information is on the back of every

newsletter.

- Although I work for the Board, I am certainly available to residents. If you need to see me, call or email and we’ll arrange a meeting. For routine maintenance requests, a call to the front desk is the best route. For concerns not related to the association, please call the correct outside authority- i.e. the City of Sacramento, the police, etc.

- The management team is always happy to answer questions, but reading the newsletter or checking the association website is something that we hope you will make a habit of. Additionally, from time to time the association is mandated by law to mail you certain communications. It is important for you to take the time to read these.

- I am responsible for monitoring contractors’ performance, but not for supervising their employees. Contractors are responsible for supervising their own personnel. If you have a problem with a contractor, notify me or Daniel or Sarah and if it cannot be resolved with the vendor we will forward your concerns to the Board. The Board will decide how to proceed under the terms of the contract.

- The team and I drive and walk the community regularly (usually daily), but even experienced managers can’t catch everything. Your help is essential. If you know about a potential maintenance issue, please report it to the front desk.

I hope this helps to clarify the different roles. If we were an expedition, the Board would decide our destination, the committees would scout the route ahead, the management team would provide the mode of transportation and the homeowners would buy the gas!”

- General Manager Bettsi Ledesma, CMCA

Parking Pass Reminder

If you live on one of the private streets (Dunbarton Circle and Elmhurst Circle) please come into the Nepenthe office and pick up your new **2019** Guest Day-Parking Passes. These day passes are good for the duration of the year. Simply give a pass to any guest that will be visiting and they can display in their rear-view mirror or on the dashboard, so that our security officers know they are a guest and not to issue a parking notice. These passes are valid for day parking only until 10:00pm.

We also do have Contractor parking passes that last for 30-days. If you are having work done by your private contractor, they will need to display this pass if parking on the private streets.

Overnight guest Public street residents will still need to direct their guests to park on the public street, abiding by the City of Sacramento parking regulations. If you have any questions regarding the parking guidelines at Nepenthe please contact the Nepenthe office at
(916)929-8380.

Cookbook Club

The next meeting will be on Sunday, January 27, at 1:00 P.M. at the Dunbarton Cabana. Members will share dishes cooked at home from Milk Street recipes (cookbooks, website or magazine). New cooks are welcome! If you're interested in participating, please contact pathom33@mac.com.



Pets of Nepenthe!



This adorable little guy is Willie (Photo submitted by Janet Weeks)
He turned 17 this month! He has lived in Nepenthe his entire life and has many friends here, both human and canine. Happy Birthday Willie!

—————
Show us your furry family!

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!

Turkey Conference a Complete Bust

Management attempted to host a round table conference in late November with the local Campus Commons turkeys. We're not sure if they intentionally snubbed us or if they are just poor readers, but none of them attended.

We wanted to remind them that it is rude of them to nest in trees directly over peoples' homes and patios. We also wanted to ask them to refuse food offered by residents as this directly violates their status as wildlife. We reminded them that the more they eat, the less they will forage which will allow their population to swell. As we know, a booming population leads to increased competition for resources. Competitive turkeys are not friendly turkeys!



Unfortunately, we were unable to tell them any of this since they all seemed to be in hiding around Thanksgiving week.

If **you** see the turkeys, please keep them wild by not feeding them. If they roost above your living spaces, make it uncomfortable for them- use the hose, or a soaker style water gun and use it regularly. If they are in your path, whether walking or driving, please continue to move forward confidently, but slowly. They won't move unless they have to- you need to set the expectation.

While this article is mostly tongue in cheek, it is important to note that they will be laying eggs soon and the turkey population will grow. Let's not treat them as pets, but rather, keep them wild as they are meant to be.

Grounds Update

Happy New Year Nepenthe!

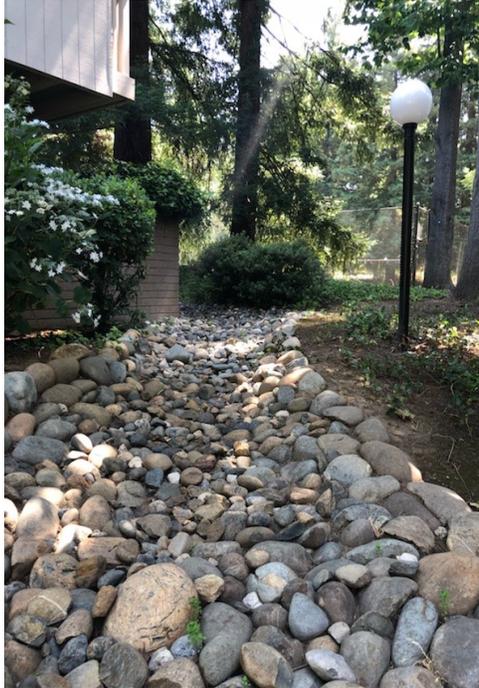
Since the start of Summer 2018, the Grounds Committee and Management has worked together to develop a “Plant Replacement Project”. We will be replacing failed plants with new plants, as well as adding some new plants in areas that are in need of enhancements. We are now ready to implement this project and begin plantings this month. After careful discussion between Management, Coast, and the Grounds Committee Co-chair, it has been agreed to start the new plantings in Zone 7 and work backwards to Zone 1.

Since Zones 1 and 2 are in need of irrigation improvements, Zone 7 makes a great starting place. This extra time gives Coast the ability to perform a thorough irrigation system check in Zones 1 and 2 before planting, and ensures that all new plantings will be supported properly by the irrigation systems.

It is important to note that the list of planting locations and path of travel have been agreed upon and solidified. Once the first rotation of plantings is complete, if you believe that there are additional planting needs in your area, please submit a Resident Request Form. Your request will be evaluated by the Grounds Committee and Management for possible future planting.

We anticipate the first work order for Zone 7 to be placed within the month of January. A

separate planting crew will be completing the installations under Juliana’s (Coast’s Account Manager) direction. We will be relying on Juliana’s expertise as a certified horticulturist to select the correct plants to replace the failed plantings. All of Coast’s plants will come with a one-year warranty. Because of this, we know that Juliana will be sure to choose plants with the best odds of thriving and they will also be



planted at the proper time to ensure success. This could also affect the timeline. How long the installations will take in each zone will also depend on the amount of plantings needed- obviously some zones will take longer than others. We will provide updates regularly so you will know what to expect via email blast and newsletter.

Please keep in mind that all of this is subject to change to best fit Nepenthe’s needs. If we decide after the first rotation that we

need to tweak a few things to ensure a smoother transition for the second time around, we will do so. The Grounds Committee Co-Chair Don Landsittel, Management, and Juliana will continue to meet weekly to discuss this process as well as our regular maintenance oversight.

Please let me know if you have any questions or concerns. Thank you.

- 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:

Security Concerns? Call the Nepenthe Office or the

After-Hours Customer Care Center at 1-800-428-5588

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: Joan Haradon

Grounds Committee

Co-Chair: Don Landsittel

Co-Chair: Open

Insurance, Legal and Safety Committee

Chair: Nancy Arndorfer

Outreach Committee

Chair: Charles Schaffer

Important Reminders

- ◆ **The monthly assessment amount is now \$501.00 as of 1/1/19. If you are signed up for reoccurring auto-pay through ClickPay the assessment amount WILL be adjusted, but if you are set up for auto bill-pay through your bank, you will need to access your third-party processing company account or bank to update the monthly assessment amount**
- ◆ **In the rainy season you may notice some drains clogged from the abundance of leaves and/or debris. If a clogged drain is observed in any alleyway, common area or private street (Dunbarton Cir and Elmhurst Cir) please report it to the office so that it may be cleared as soon as possible.**

If any clogged drain is located on one of the public streets (such as Colby Court, Adelphi Court, Vanderbilt way, Swarthmore Drive, Commons Drive, American River Drive, or University Ave) please do not hesitate to contact the City of Sacramento at 3-1-1 or report to the office so that we may contact the city.

Thank you!

2019 Master Calendar DRAFT

Due Date	Item	Complete
1/1/19	Fiscal Year Begins	X
1/1/19	Office closed for New Year's	X
1/2/19	Board Meetings: Closed 4PM, Open 5:30 PM	x
1/4/19	Nepenthe News published	X
1/5/19	Water Meter Forum 10:00 AM	X
1/8/19	ARC Meeting 5:30pm	X
1/8/19	Insurance, Legal and Safety Committee Meeting 5pm	X
1/15/19	Water Meter Forum 7:00 pm	X
1/17/19	Grounds Committee meeting 3:00 PM	x
1/17/19	Financials published and distributed to Board and Finance Committee	x
1/21/19	Finance Committee meeting 3:00 PM	x
1/22/19	Outreach Committee meeting 4:30 PM	x
1/30/19	Committee Minutes due in management office	X
1/30/19	Lock in agendas for 2/6/19 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 3) Approve proposal for Zone 1 roof repairs	X
2/1/19	Manager posts agenda and distributes Board packets	X
2/1/19	Manager to submit required records to CPA for Annual Review	
2/1/17	Insurance Agent to conduct annual risk assessment inspection	
2/6/19	Board Meetings: Closed 4 PM, Open 5:30 PM	
2/8/19	Send Flood Surcharge List to Accounts Receivable for April statements	
2/8/19	Nepenthe News published	
2/11/19	ARC meeting 5:30pm	
2/11/19	Insurance, Legal and Safety Committee Meeting 5pm	
2/17/19	Financials published and distributed to Board and Finance Committee	
2/18/19	Minimal Staffing in Office for President's Day	
2/21/19	Grounds Committee meeting 3:00 PM	
2/25/19	Finance Committee meeting 4:00 PM	
2/26/19	Outreach Committee meeting 4:30 PM	
2/27/19	Committee Minutes due in management office	
2/27/19	Lock in agendas for 3/6/19 Board meetings 1) Accept slate of candidates from Nominating Committee 3) Approve proposal for Zone 3	
3/1/19	Manager posts agenda and distributes Board packets	
3/1/19	Send reminder to insurance agent for hazard inspection	

2019 Master Calendar DRAFT

3/1/19	Election Committee organizational meeting	
3/1/19	Pool contractor to inform management of any equipment needs for the pool season	
3/6/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
3/8/19	Nepenthe News published	
3/11/19	President to email community to solicit committee volunteers	
3/12/19	ARC meeting 5:30pm	
3/12/19	Insurance, Legal and Safety Committee Meeting 5pm	
3/17/19	Financials published and distributed to Board and Finance Committee	
3/20/19	Manager to mail hearing notices to delinquent owners	
3/25/19	Finance Committee meeting 3:00 PM	
3/26/18	Outreach Committee meeting 4:30 PM	
3/27/19	Committee Minutes due in management office	
3/27/19	Lock in agendas for 4/3/18 Board meetings- 1) DQ hearings 2) Sign Tax Returns 4) Accept Annual Review by CPA 5) Risk Assessment Report by agent 6) Approve proposal for Zone 7	
3/29/19	Manager posts agenda and distributes Board packets	
4/3/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
4/4/19	Mail Annual Review to homeowners in accordance with civil code requirements	
4/4/19	Manager to notify members disqualified to vote due to delinquent assessments	
4/5/19	Manager to post candidate statements on websites	
4/5/19	Nepenthe News published- Slate of Candidates, Candidates' Forum, Election timeline, call for Committee volunteers	
4/8/19	Set meeting with PCC to discuss contract for Fiscal & Operational Review and to create timeline for the project	
4/9/19	ARC Meeting 5:30 PM	
4/9/19	Insurance, Legal and Safety Committee Meeting 5pm	
4/17/19	Financials published and distributed to Board and Finance Committee	
4/18/19	Grounds Committee meeting 3:00 PM	
4/18/18	Call Precision Concrete for Sidewalk Assessment	
4/19/19	Mail notice to Committee Chairs- all committee members must submit new committee applications for appointment at June Board meeting	
4/19/19	Inspectors to proofread ballot materials	
4/19/19	Deadline for petitioners to nominate for Board	

2019 Master Calendar DRAFT

4/19/19	Upload ballot and Resident Information Form to mail house	
4/22/19	Finance Committee meeting 3:00 pm	
4/23/19	Outreach Committee meeting 4:30 PM	
4/24/19	Committee Minutes due in management office	
4/24/19	Lock In agenda for 5/1/19 Board Meeting 1) Approve proposal for Zone 6	
4/26/19	Manager posts agenda and distributes Board packets	
5/1/19	Board Meetings: Closed 3:30 PM, Open 5:30 PM	
5/3/19	Nepenthe News published- VOTE reminder first page, sign up for committee service	
5/4/19	Candidates Forum	
5/10/19	Deadline for committee applications	
5/14/19	ARC meeting 5:30 PM	
5/14/19	Insurance, Legal and Safety Committee Meeting 5pm to develop and submit to the Board specifications for insurance proposals for liability insurance for the coming year. (Per the Standards and Practices for Insurance). Board approves and then sends to FirstService for quotes (we may stay with Farmers).	
5/16/19	Grounds Committee Meeting 3:00 PM	
5/17/19	Financials published and distributed to Board and Finance Committee	
5/22/19	2018 Annual Meeting	
5/23/19	Post election results via E-blast and on outside bulletin board and websites	
5/27/19	Minimal Staffing in Office for Memorial Day	
5/27/19	Management will review the submittal by the ILS and prepare a Board Agenda Report indicating whether the recommendations are complete.	
5/28/19	Outreach Committee meeting 4:30 PM	
5/29/19	Committee Minutes due in management office	
5/29/19	Lock in agendas for 6/5/19 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 for Insurance 5) Review Reserve Investments with FirstService Financial 6) Approve proposal for Zone 4	
5/31/19	Manager posts agenda and distributes Board packets	
6/1/19	Summer weekend hours begin (12-4)	
6/5/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
6/11/19	ARC meeting 5:30pm	
6/11/19	Insurance, Legal and Safety Committee Meeting 5pm	

2019 Master Calendar DRAFT

6/17/19	Financials published and distributed to Board and Finance Committee	
6/20/18	Grounds Committee meeting 3:00 PM	
6/24/19	Finance Committee meeting 4:00 PM	
6/25/19	Outreach Committee meeting 4:30 PM	
6/26/19	Lock in agendas for 7/3/19 Board meetings - 1) Approve proposal for Zone 2	
6/28/19	Manager posts agenda and distributes Board packets	
6/30/19	Jazz at the Pool	
7/3/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
7/4/19	Office Closed for Independence Day	
7/5/19	Nepenthe News published	
7/5/18	Manager begins preparation of next year's budget	
7/9/19	ARC Meeting 5:30pm	
7/9/19	Insurance, Legal and Safety Committee Meeting 5pm	
7/17/19	Financials published and distributed to Board and Finance Committee	
7/18/19	Grounds Committee meeting 3:00 PM	
7/22/19	Finance Committee meeting 4:00 PM	
7/23/19	Outreach Committee meeting 4:30 PM	
7/28/19	Jazz at the Pool	
7/31/19	Committee minutes due to management office	
7/31/19	Lock in agendas for 8/7/19 Board meetings - 1) Approve proposal for Zone 5	
8/2/19	Manager posts agenda and distributes Board packets	
8/7/19	Board Meetings: Closed 4 PM, Open 5:30 PM	
8/2/19	Nepenthe News published	
8/6/19	National Night Out	
8/13/19	Insurance, Legal and Safety Committee Meeting 5pm	
8/13/19	ARC meeting 5:30 PM	
8/15/19	Grounds Committee meeting 3:00 PM	
8/17/19	Financials published and distributed to Board and Finance Committee	
8/25/19	Jazz at the Pool	
8/26/19	Finance Committee meeting 4:00 PM	
8/27/19	Outreach Committee meeting 4:30 PM	
8/28/19	Committee minutes due to management office	
8/28/19	Lock in agendas for 9/4/19 Board meetings 1) Approve Reserve study 2) Approve Insurance Quote	
8/30/19	Manager posts agenda and distributes Board packets	

2019 Master Calendar DRAFT

9/2/19	Office closed for Labor Day	
9/4/19	Board Meetings: Closed 4 PM, Open 5:30 PM	
9/6/19	Nepenthe News published	
9/10/19	ARC meeting 5:30 PM	
9/10/19	Insurance, Legal and Safety Committee Meeting 5pm	
9/17/19	Financials published and distributed to Board and Finance Committee	
9/19/19	Grounds Committee meeting 3:00 PM	
9/23/19	Finance Committee meeting 4:00 PM	
9/24/19	Outreach Committee meeting 4:30 PM	
9/25/19	Committee minutes due to management office	
9/25/19	Lock in agendas for 10/2/19 Board meetings - 1) Budget discussion 2)Gutter and Roof Cleaning	
9/27/19	Manager posts agenda and distributes Board packets	
9/28/19	Annual Education Event "Living at Nepenthe: What you need to know"	
10/2/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
10/4/19	Nepenthe News published	
10/4/19	Committee Luncheon/Training 11:30 - 2:30	
10/5/19	Winter weekend hours begin (9:00-1:00)	
10/8/19	ARC meeting 5:30 PM	
10/8/19	Insurance, Legal and Safety Committee Meeting 5pm	
10/17/19	Grounds Committee meeting 3:00 PM	
10/17/19	Financials published and distributed to Board and Finance Committee	
10/21/19	Finance Committee meeting 3:00 PM	
10/22/18	Outreach Committee meeting 4:30 PM	
10/28/19	Committee minutes due to management office	
10/28/19	Lock in agendas for 11/6/19 Board meetings - 1) Flood Insurance renewal 2) Adopt 2020 Budget 3) Review changes to Davis-Stirling Act for coming year	
11/1/19	Manager posts agenda and distributes Board packets	
11/4/19	Roof & Gutter Cleaning begins	
11/6/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
10/11/19	Mail Budget Disclosures to homeowners	
11/8/19	Nepenthe News published - include Holiday Décor Policy	
11/12/19	ARC meeting 5:30 PM	
11/12/19	Insurance, Legal and Safety Committee Meeting 5pm	
11/17/19	Financials published and distributed to Board and Finance Committee	

2019 Master Calendar DRAFT

11/21/19	Grounds Committee meeting 3:00 PM	
11/25/19	Finance Committee meeting 4:00 PM	
11/26/19	Outreach Committee meeting 4:30 PM	
11/27/19	Committee minutes due to management office	
11/27/19	Lock in agendas for 12/4/19 Board meetings - 1) Adopt master calendar 2) Adopt 2020 Goals 3) Appoint Nominating Committee	
11/27/19	Manager posts agenda and distributes Board packets	
11/28/19	Office Closed for Thanksgiving	
11/29/19	Office Closed for Thanksgiving	
12/4/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	
12/6/19	Nepenthe News published	
12/10/19	ARC meeting 5:30pm	
12/10/19	Insurance, Legal and Safety Committee Meeting 5pm	
12/17/19	Financials published and distributed to Board and Finance Committee	
12/19/19	Grounds Committee meeting 3:00 PM	
12/24/19	Office closed for Christmas	
12/25/19	Office closed for Christmas	
12/30/19	Committee minutes due to management office	
12/30/19	Lock in agendas for 1/8/20 Board meetings: 1) Appoint Nominating Committee	
12/31/18	Closed for New Year's Eve	
1/1/20	Closed for New Years Day	
1/3/20	Manager posts agenda and distributes Board packets	
1/8/20	Board Meetings: Closed 4:00 PM, Open 5:30 PM	



WEEKLY REPORT SHEET

DATE: 1/7/2019 - 1/11/2019

JOB #: 46893
 JOB NAME: Nepenthe HOA
 ADDRESS: _____

AREA MANAGER: Juliana Brown
 CREW LEADERS: Angel Medina/Juan Reyes
 SERVICE DAY(S): Monday-Friday

KEY CLIENT EXPECTATIONS: 1) Storm Clean Up 2) Storm Clean Up 3) Storm Clean Up

MAP#	DESCRIPTION:	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THURS</i>	<i>FRI</i>
TURF CARE:						
	No Mow Week					
SHRUB, VINE & GROUNDCOVER CARE:						
	Pick Up Green Waste	X				
	Blow Leaves at Clubhouse and Tennis Courts	X		X		X
	Service Dog Station	X		X		X
	Pick Up branches Zone 5 & 6 - 8 MEN ON SITE ALL WEEK	X				
	Blow Sidewalks Zones 1 - 7	X				
	Pick Up Branches Zones 3 & 4		X			
	Blow Zones 3 & 4		X			
	Pick Up branches Zones 1 & 2			X		
	Blow Zones 5 & 6			X		
	Pick Up branches Zones 2 & 7				X	
	Blow Zones 2 & 5				X	
	Pick Up branches Zone 7					X
	Blow Zone 1					X
	Pruning alleys Zone 3					X
IRRIGATION SYSTEM:						
	Juan assisted with Horticultural Care and Leaf Abatement	X	X	X	X	X
MISCELLANEOUS: Chemical and Mechanical Weed Abatement						



WEEKLY REPORT SHEET

DATE: 1/14/2019 - 1/18/2019

JOB #: 46893

AREA MANAGER: Juliana Brown

JOB NAME: Nepenthe HOA

CREW LEADERS: Angel Medina/Juan Reyes

ADDRESS: _____

SERVICE DAY(S): Monday-Friday

KEY CLIENT EXPECTATIONS: 1) Storm Clean Up 2) Storm Clean Up 3) Storm Clean Up

MAP#	DESCRIPTION:	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THURS</i>	<i>FRI</i>
WEATHER : S = Sun; R = Rain; W = Windy		S	R	R, W	R	S

TURF CARE:						
No Mowing due to rain/wet turf						

SHRUB, VINE & GROUNDCOVER CARE:						
Pick Up Green Waste	X					
Blow Leaves at Clubhouse and Tennis Courts	X		X			X
Service Dog Station	X		X			X
Pruning Zone 7	X					
Blow Zone 7	X					
Pruning Zone 6 & 7 - 5 HOUR SERVICE DAY DUE TO RAIN		X				
Blow Zone 6 - 5 HOUR SERVICE DAY DUE TO RAIN		X				
Pruning Zone 3 & 6 - 5 HOUR SERVICE DAY DUE TO RAIN			X			
Blow Zone 3 - 5 HOUR SERVICE DAY DUE TO RAIN			X			
Pick Up branches Zones 1 - 7 - 5 HOUR SERVICE DAY DUE TO RAIN			X			
Blow Zones 4 & 5				X		
Pick Up branches Zone 4 & 5				X		
Blow Sidewalks Zones 1 - 7						X
Blow Zones 1 & 2						X

IRRIGATION SYSTEM:						
Juan assisted with Horticultural Care and Leaf Abatement	X	X	X	X	X	X

MISCELLANEOUS: Chemical and Mechanical Weed Abatement						

January 25, 2019

To: Frank Loge
Linda Cook
Steve Huffman
Christina George
Jan Summers
Don Landsittel

From: Kelly Cole, 700 Elmhurst Circle

CC: Bettsi Ledesma
Daniel Devlin

RE: Condition of Nepenthe Grounds

I have received the January newsletter and was incredulous at the comments regarding the status of our landscaping and our landscape company, Coast. I have debated whether or not to respond as the board has not sufficiently responded to the many previous complaints. However it is perpetually frustrating to walk and drive through my neighborhood and see this mess. I grow more frustrated and depressed each day. I will no longer bother Daniel or Bettsi regarding the many shortcoming of Coast. There is only so much they can respond to without the support of our Board who seems determined to defend Coast and ignore the complaints of the people who live here.

Coast's lack of thoroughness goes far beyond dealing with our massive leaf drop that seemed to happen all at once this fall or the heavy wind storms we have experienced. I personally raked and swept the pathway next to my home so people could have safe passage as it is a frequently used passageway. The twigs and debris I swept up are still there going on three weeks now. And, not only do I have to look at the pile of twigs on the grass in front of my home each day, I am seeing it all over our neighborhood. When exactly do we think they will clean this up. Is this another thing I am supposed to be patient about?

When they blow and use the vacuum, debris is left in our streets and gutters. They never follow through and clean up what the leaf vacuum leaves behind. Not only does this clog our gutters, it's a muddy mess for people to walk though, park in and have to look at adding to the already messy appearance of our once beautiful neighborhood.

I was appalled to read in the January newsletter that our board authorized additional funds for a clean-up that in my opinion has still not happened. This should never have been authorized; they should be doing what they were hired to do. I have made this comment to you before and I will make it again; Coast is not capable of providing the level of landscape maintenance that we deserve, expect and pay for.

FW:

Bettsi Ledesma

Fri 1/11/2019 9:52 AM

To: Sarah Lowrey <Sarah.Lowrey@fsresidential.com>;

From: Bettsi Ledesma
Sent: Thursday, January 10, 2019 2:38 PM
To: 'Kathleen Sadac'
Subject: RE:

Hi Kathleen,

I will be happy to ensure that your letter is part of the Board packet for the February 6 open session. I appreciate your input and the photos. Wasn't it just crazy last night? I left work at 6:30 pm. I take American River to Munroe and then drive straight up Fulton. It was a pretty scary drive because storm drains were flooded the whole way home due to the massive deluge we experience around 5:00 pm.

I would be surprised to hear that the storm drain outside your unit has a buildup of debris. I've been driving the property every morning and I'm not seeing an inordinate amount of leaves and debris in the gutter. I can certainly be mistaken. Nepenthe is responsible to ensure that vegetation and debris does not block the storm drain and the maintenance of the actual storm drains on the city streets are the responsibility of the City of Sacramento.

I appreciate your input and I'll be sure to forward your correspondence to the Board of Directors. Hope you and Lo are well!

Kind regards,

BETTSI LEDESMA, CMCA
General Manager

[FirstService Residential](#)
[Nepenthe Association](#)

1131 Commons Drive | Sacramento, CA 95825
916.929.8380

Email bettsi.ledesma@fsresidential.com
www.fsresidential.com | www.nepenthehoa.com

Follow us on | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [YouTube](#)

From: Kathleen Sadao
Sent: Wednesday, January 9, 2019 7:19 PM
To: Bettsi Ledesma <Bettsi.Ledesma@fsresidential.com>
Subject: Fwd:

Hello Bettsi
Can you forward my letter to the board? Thanks Kathleen Sadao

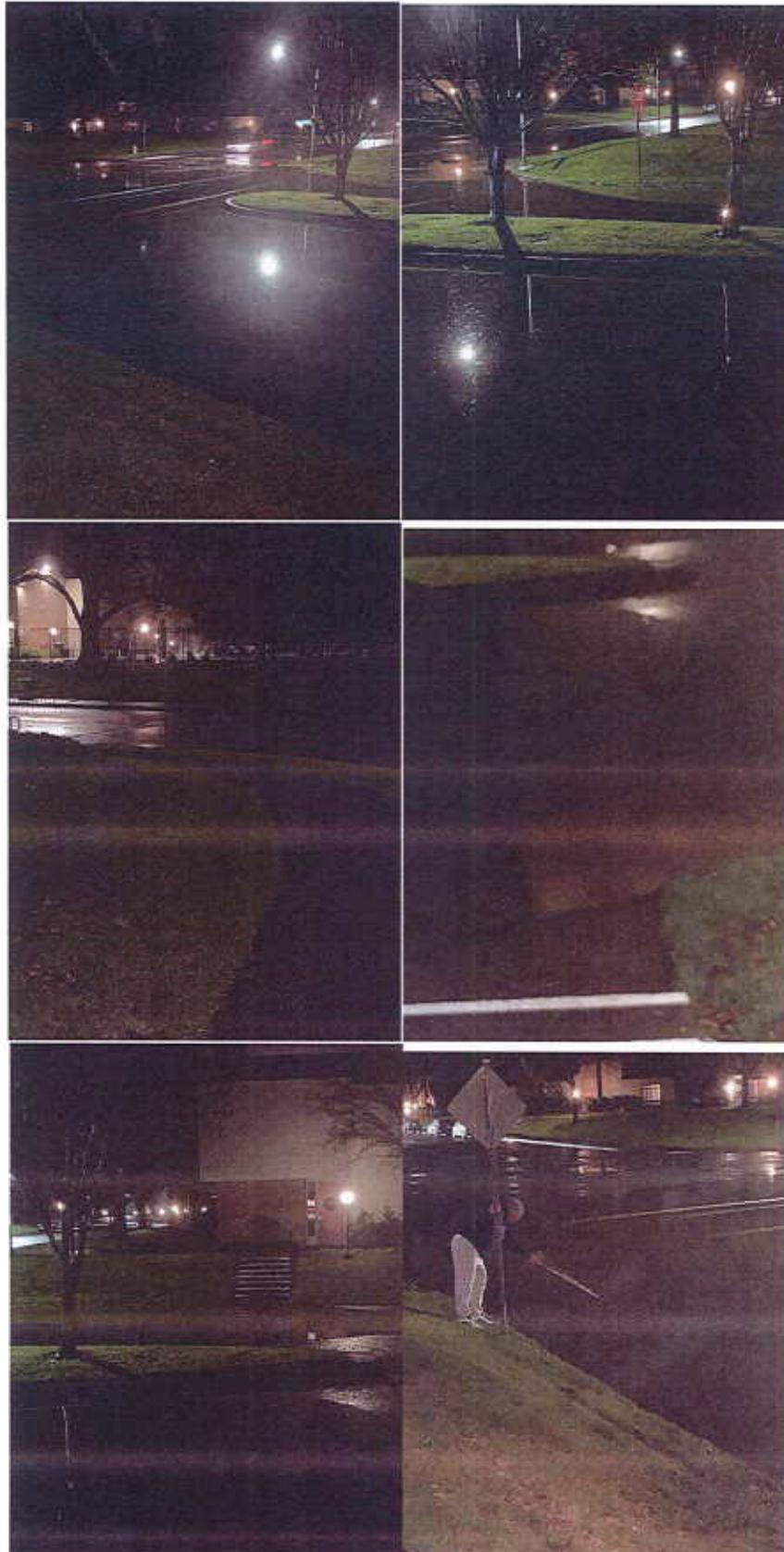
Dear BOD for Nepenthe HOA

I have watched as our beautiful grounds have gone downhill by the introduction of a new company for landscaping. I would like to request that we consider reinstating our old company back to take care of the grounds. I have reported numerous issues with the lack of care taking for our grounds including flooding due to leaf collection. This never happened before when we had the old company servicing our properties. They were fast and efficient with weed abatement, grass cutting, trimming, winter pruning, etc. The grounds always were well cared for. Now I have been patient but unfortunately the new company is very deficient in upkeep of the grounds. This is the second time my husband had to divert leaves from blocking the gutters and flooding swarthmore and commons. In the pics you can see how the new company keeps the grounds near the HOA clean and neat. This is not a city problem as I was told before by HOA staff when I reported this concern previously. This is due to the grounds people not keeping up with the leaves and grounds. I have listened to others complain in the neighborhood about this company and told them to be patient. No more. This is unacceptable.

Thanks for your ear. Kathleen Sadao, Nepenthe resident

Begin forwarded message:

From: Kathleen Sadao
Date: January 9, 2019 at 6:57:45 PM PST
To: kathleen sadao





**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

January 2nd, 2019, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

**OPEN SESSION
MINUTES**

I. CALL TO ORDER: 5:36pm

Present	Arrival	Board Member	Position	Departure
X	5:35pm	Frank Loge	President	6:20pm
		Linda Cook	Vice President	
X	5:34pm	Christina George	Treasurer	6:20pm
X	5:34pm	Steve Huffman	Secretary	6:20pm
X	5:34pm	Jan Summers	Member at Large	6:20pm

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on January 2nd, 2018 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline. The Board announced the approval of one contract for lock replacements to take place throughout the facilities at Nepenthe.
- b. **General Board Announcements**
The Board acknowledged the recent leaf abatement concerns from residents and spoke to the additional crews that were on site to assist before the holidays.

III. COMMITTEE REPORTS

- a. **Architectural Review Committee**
Minutes were reviewed.
- b. **Finance Committee**
No report
- c. **Grounds Committee**
Committee Chair, Don Landsittel, gave a report of leaf abatement, remediation commencement, and the Swarthmore View to be further reviewed by the Grounds Committee. The provided minutes had minor errors; To submit corrected minutes to office for next Open Session. Questions from BOD to Grounds Committee regarding feedback on maintenance responsibilities tabled for 6 months.
- d. **Insurance, Legal and Safety Committee**
Committee Chair, Nancy Arndorfer, expressed the ILS Committees desire and recommendation for the association to continue purchasing flood insurance for the units within the development.

e. **Outreach Committee**

No report.

IV. MANAGEMENT REPORT

- a. Report
- b. December Nepenthe News
- c. 2018 Completed Master Calendar
- d. 2019 Master Calendar
- e. Coast December Weekly Report Sheets

V. HOMEOWNER CORESPONDANCE

The Board of Directors reviewed correspondence received from 3 homeowners.

VI. HOMEOWNER COMMENTS

2 Homeowners addressed the Board at this time regarding items relating to a tree removal and suggestions on financial reinvestments.

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.

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

Motion: Steve Huffman

Second: Christina George

Vote: All in Favor

Begin Consent Calendar

a. **Approval of Minutes December 5th, 2018 Open Session Minutes**

Resolution: The Open Session minutes dated December 5th, 2018 are approved as presented.

b. **Financial Statement: November 2018**

Resolution: The Board accepts the November 2018 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a positive year to date variance of \$2,333.33 and reserve funding of \$1,977,993 compared to the reserve funding budget of \$1,935,901. The reserves are funded through November 2018. The Association has \$259,116 in operating funds, which represents 0.89 months of budgeted expenses and reserve contributions. The Association has \$6,926,914 in reserve funds.

c. **Authorization for Automatic Treasury Bill Rollover**

Resolution: The Board authorizes Morgan Stanley to automatically reinvest returns from mature CDs and Treasury Bills into new 1-Month Treasury Bills unless other specific action is directed by the Board of Directors.

d. **Revised Standards and Practices for Committees**

The Standards and Practices for Committees currently in place has been revised by the Board of Directors to provide clearer verbiage on the Committee Volunteer Application process. The current S.A.P.C with redline edits as well as the revised version are both enclosed for review.

Resolution: The Board adopts the revised version of the Nepenthe Standards and Practices for Committees, as presented.

e. Lien Resolution

Per the enclosed Resolution dated December 17th, 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
2234-01	\$976.00
2313-03	\$976.00
2356-01	\$1,155.00
2378-02	\$976.00

f. Architectural Applications

The Architectural Review Committee met on December 11th, 2018 to review the application listed below. The application is in a binder on the directors’ table.

Resolution: The Board confirms the recommendations of the committee.

	<i>Address</i>	<i>Application for</i>	<i>Recommendation</i>
1	712 Elmhurst Circle	Window Replacement	Approval
2	1350 Commons Drive	Security Camera Installation	Approval
3	901 Elmhurst Circle	Solar Tube w/ night light	Approval
4	714 Dunbarton Circle	Window Replacement	Approval with Conditions
5	210 Elmhurst Circle	Window Installation	Approval

End Consent Calendar

VIII. NEW BUSINESS

a. Homeowner Request – Ash Tree at 609 Elmhurst Circle

The enclosed homeowner request letter is in reference to a large Ash Tree (#1175) recommended for removal on the September Tree walk by arborist Paul Dubois from

The Grove Total Tree Care, due to its current condition. The tree in question has been on the monitor list and was pruned for deadwood in 2016. Tree has shown a significant rate of decline and has a large inclusion along with a pocket of decay. Mr. Dubois's September Tree Walk report is also enclosed for review. This tree work was recommended by the Grounds Committee and approved by the Board at the November Open Session meeting.

Additionally, the arborist for the City of Sacramento has already approved the trees removal and publicly posted notice on the tree. However, the homeowners nearest to the tree at 609 Elmhurst Circle have requested a postponement of the trees removal for the reasons outlined in their letter. The City arborist, who was contacted first by the homeowner, has contacted Paul Dubois and Nepenthe Management in an effort to allow for an internal resolution before any actions are taken.

The Board has the following options:

- 1) *Accommodate the request of the concerned homeowner and approve the pruning out of the immediate hazard deadwood. Postponing the removal and monitoring the tree in the interim.*
- 2) *Accommodate the request of the concerned homeowner and approve the pruning out of the immediate hazard deadwood with the cost associated with the pruning to be paid for by the homeowner. Postponing the removal and monitoring the tree in the interim.*
- 3) *Accept both the City arborist and arborist Paul Dubois's current recommendation, and move forward with the removal of the tree.*

Action Required: Board discussion and resolution

Action: Tabled until February Open Session

The Board tables this items until the February Open Session meeting so that The Grove Total Tree Care can conduct a root excavation to determine if a threat to the foundation exists and provide a full report.

IX. 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.

X. NEXT MEETING: Wednesday, February 6th, 2019 at 5:30 pm in the Nepenthe Clubhouse

XI. ADJOURN: 6:20pm

pricing & product information

- Please increase my order quantity to: _____
- Yes, I want to reorder the items I've checked below – The quantity will remain the same.

Check Item	Product	Order	List	Sale Price	Total	*	Previous
Item	Number	Quantity	Price	Each Unit	Price		Order Number
<input checked="" type="checkbox"/>	41103	AVNER CURVE KEYCHAIN	50	\$2.97	\$2.23	\$111.50	9018356
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

*** Everyday Deals (EDP) and Clearance Items (CLP) are not eligible for any discounts**

Machine Set-Up, Shipping & Handling, Over-Runs & Sales Tax charges additional, where applicable. Additional charges may apply. Allow 5% for over/under run. Offers and pricing subject to change without notice. Call us toll free with questions concerning your order – 1-800-833-8231. Offer applies to your reorder items only, and cannot be used in conjunction with any other offer or order already placed. Clearance items are available while supplies last. Discounts do not apply to Everyday Deals or clearance items. Amsterdam is required by law to collect sales tax on orders shipped to applicable states. In addition, your purchase is not exempt from sales or use tax merely because it is made over the Internet or by other remote means. States requiring that a consumer's sales or "Use Tax" be paid annually on the appropriate tax forms. Please be aware that we are required to provide applicable states as well as consumers in those states with an annual statement that will include your name, billing and shipping address, and the total dollar amount of your purchase. For more information go to AmsterdamPrinting.com/tax.

Ship to / Bill to: CRYSTLE RHINE
 NEPENTHE ASSOCIATION
 1131 COMMONS DR
 SACRAMENTO CA 95825-7007

Email: _____
 Phone: _____

Providing e-mail information is optional and will be used to communicate with you on this order and on special offers. If you do not wish to be contacted by these means, please do not provide this information.

AMS5638.40.12.18 L171053

imprint & payment information

- Please use Imprint from previous order
- Please use the new Imprint Information written below:

1. _____
 2. _____
 3. _____
 4. _____
 5. _____

Imprint Information: Please be aware not all of our products are able to maintain a 5-line Imprint. For imprint information on specific products, please review your previous purchase or call us Toll Free. Also, if you have multiple imprints or wish to have your logo imprinted, call us toll free to place your order. Please note: all offers subject to change.



Customer #
20020388
 Coupon Code:
DG992

- Bill me (pending credit approval)
- Check enclosed
- Credit card:



Card #: _____
 Exp. Date: _____ P.O. #: _____
 SIGNATURE: _____
(Your order must be signed)





Proposal

Contact Bettsi Ledesma		Estimator JB	Date 20-Dec-18
Property Nepenthe HOA	Job # 46893	Proposal # 46893-5	
City Sacramento	Description Swarthmore View #1 Renovation		

Coast Landscape Management will provide all the labor and material necessary to perform agreed scope of work.

Swarthmore View #1 Renovation is to include:

- 1) Demolition - Removal of Ivy and selected turf and selected plants & shrubs as per Landscape Concept
Additional applications of Post Emergent will be applied to permanently eliminate Ivy resprouting
- 2) Soil Preparation - Approximately 5 cubic yards of Topsoil will be Rototilled into areas that will be planted with Groundcovers to facilitate growth of the plants
- 3) Planting - With Soil Amendments and Fertilizer
 - 1 - 24" box Tree
 - 3 - 15 gallon Trees
 - 86 - 5 gallon Shrubs
 - 179 - 1 gallon Shrubs and Perennials
 - 176 - 4" pots Ground Covers
 Plant selections are as per the Landscape Concept
NOTE: Plant selections may vary based upon availability
- 4) Irrigation - Any necessary amendments to the existing spray irrigation system to provide coverage for New Plantings
- 5) Dry Creek Bed - Approximately 10 cubic yards of River Bed Mix
Grading of soil to provide a naturalistic effect
- 6) Boulders - Approximately 1 1/2 tons of Moss Rock Boulders placed along Dry Creek Bed
- 7) Finish Grade - Approximately 15 cubic yards Walk On Bark installed with Pre-Emergents at all New Plantings
- 8) Supervision - Includes Plant and Tree selections and placements, layout of Dry Creek Bed as per Landscape Concept and overseeing of the Installation

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Twenty-Four Thousand Four Hundred Ninety-Five Dollars

\$24,495.00

Payment to be made as follows:

Payment due upon completion

General Considerations:

1. Job will begin within 14-30 days after approval, weather permitting.
2. This quote is valid for 60 days.
3. All materials are guaranteed for one year to be as specified if maintained by Coast Landscape Management, excluding: acts of god, weather, vandalism, terrorism, or anything else beyond our immediate control.

ACCEPTANCE OF PROPOSAL

The above Prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date Accepted _____

For Office Use Only:

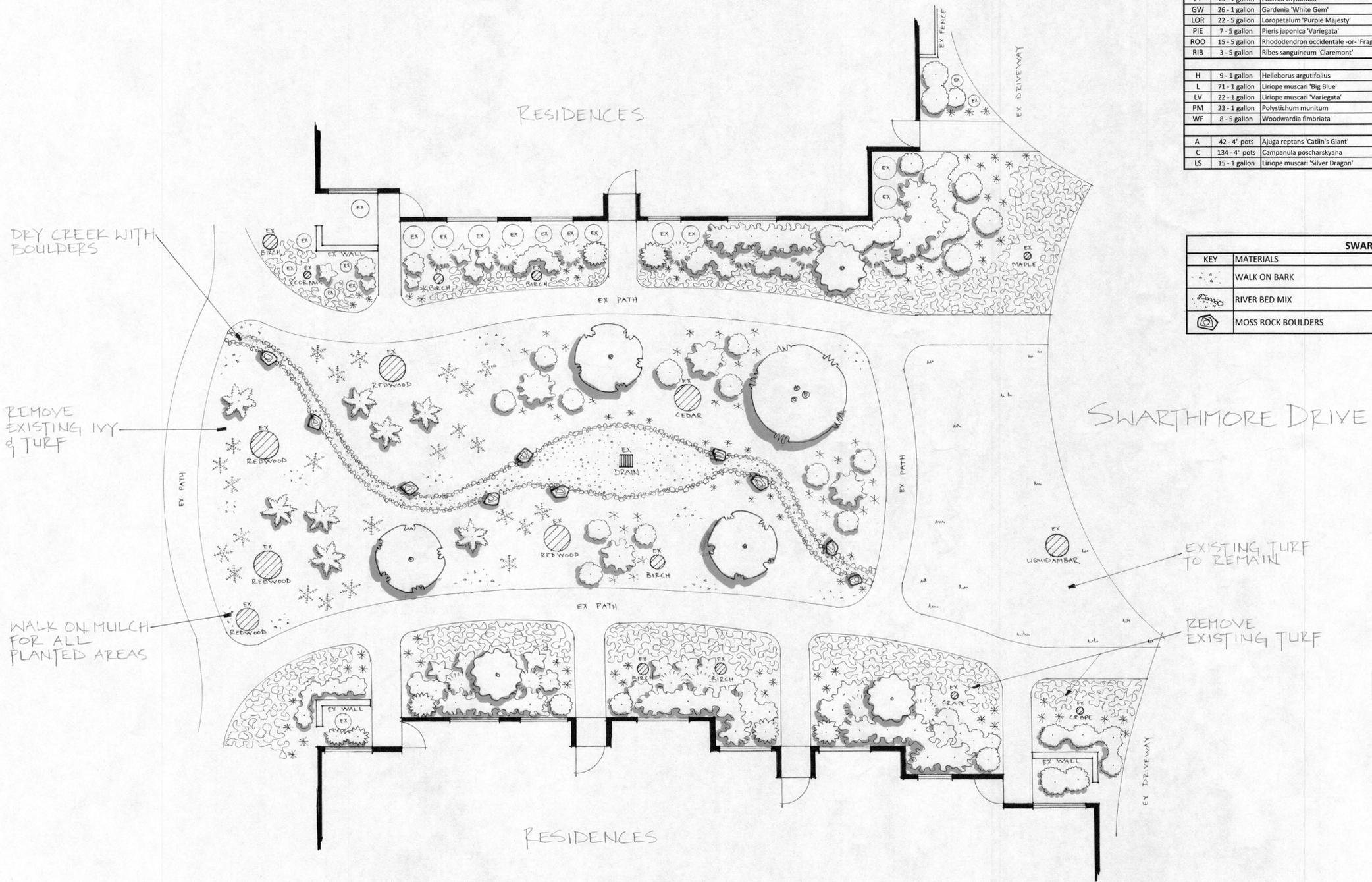
PO #: _____	PO #: _____	Invoice #: _____
Vendor: _____	Vendor: _____	Class: _____
PO #: _____	PO #: _____	Item Code: _____
Vendor: _____	Vendor: _____	Completion Date: _____
		Manager Signature: _____

Ph: (800) 578-8810

Fax: (916) 376-9363

www.coastlm.com

CA License # 1034202



SWARTHMORE VIEW #1 PLANT LIST			
KEY	COUNT	PLANT	DESCRIPTION
TREES			
ARB	1 - 24" box	Arbutus 'Marina'	Evergreen medium sized tree, peeling bark, flowers and fruit, 20'+
COR	3 - 15 gallon	Cornus florida 'Cherokee Chief'	Deciduous medium sized tree, good Fall color, red rose flowers and berries, 15'+
SHRUBS			
BR	15 - 5 gallon	Berberis 'Rose Glow'	Deciduous, white/pink/purple leaves, Fall color, 4'
CAM	11 - 5 gallon	Camellia sasanqua 'Setsugekka'	Part sun, evergreen, glossy green leaves, white flowers 6' x 6'
DAP	5 - 5 gallon	Daphne odora 'Marginata'	Evergreen, green/cream leaves, fragrant white/pink flowers, 3'+
FT	13 - 1 gallon	Fuchsia thymifolia	Evergreen, tiny leaves, small magenta flowers, purple fruits, arching growth, 3'+
GW	26 - 1 gallon	Gardenia 'White Gem'	Evergreen, shiny leaves, fragrant white flowers, 1'-2' high X 2' wide
LOR	22 - 5 gallon	Loropetalum 'Purple Majesty'	Evergreen, purple leaves, pink flowers, 4'+
PIE	7 - 5 gallon	Pieris japonica 'Variegata'	Evergreen, white/green leaves, pendant white flowers, 5'+
ROO	15 - 5 gallon	Rhododendron occidentale -or- 'Fragrantissimum'	Deciduous, CA native, white/pink/yellow flowers, 3'+
RIB	3 - 5 gallon	Ribes sanguineum 'Claremont'	Deciduous, CA native, pendant rosy pink flowers, purple fruits, 6'+
PERENNIALS			
H	9 - 1 gallon	Helleborus argutifolius	Grey/green leaves, chartreuse flowers in Winter, 2'
L	71 - 1 gallon	Liriope muscari 'Big Blue'	Evergreen, green grassy leaves, blue flowers, 18"
LV	22 - 1 gallon	Liriope muscari 'Variegata'	Evergreen, cream/green grassy leaves, blue flowers, 1'
PM	23 - 1 gallon	Polystichum munitum	Evergreen fern, CA native, 2'+
WF	8 - 5 gallon	Woodwardia fimbriata	Evergreen fern, CA native, 4'+
GROUNDCOVERS			
A	42 - 4" pots	Ajuga reptans 'Catlin's Giant'	Bronzy green leaves, blue flowers, 6" high X 2' wide
C	134 - 4" pots	Campanula poscharskyana	Mid-green leaves, light purple flowers, spreading soft growth, 6" high X 2'+ wide
LS	15 - 1 gallon	Liriope muscari 'Silver Dragon'	Grassy spreading perennial, white/green leaves, 1' high X 3'+ wide

SWARTHMORE VIEW #1 MATERIALS LIST		
KEY	MATERIALS	DESCRIPTION
•••••	WALK ON BARK	Natural Mulch with a mix of coarse to fine bark
•••••	RIVER BED MIX	Rounded River Rocks varying in size from 1" to 8"+
•••••	MOSS ROCK BOULDERS	Angular Boulders varying in size

NEPENTHE
 HOA
 SWARTHMORE VIEW #1
 LANDSCAPE CONCEPT
 COAST
 LANDSCAPE
 MANAGEMENT
 12/20/18
 1/8" = 1'-0"



September 10, 2018

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

On September 4, 2018, I inspected several trees on the Nepenthe property during the monthly tree walk. The focus of the walk was to address resident/management concerns regarding mature trees on the property. The purpose of this report is to develop mitigation plans for the following trees and my recommendations are below. My recommendations are based on a Basic Visual Inspection. All decisions made based on the recommendations of this report are at the discretion of the Nepenthe Association.

- (Zone 5) Tree # 1175 Ash (*Fraxnis angustifolia*) next to 609 Elmhurst Circle
- ~45" DBH Condition Poor
- (Figure 1-2). Tree has been on the monitor list and was pruned for deadwood in 2016. The tree has shown a significant rate of decline. The tree has a large inclusion through the main stems with noticeable pocket of decay. The tree is within 3` of the structure and there is noticeable damage to home foundation by tree roots. I recommend removal.

9530 Elder Creek Road, Sacramento CA 95829
OFFICE: 916-231-8733 FAX: 916-856-5410

CONTRACTOR'S LICENSE: 1034968

A DIVISION OF CARSON LANDSCAPE INDUSTRIES

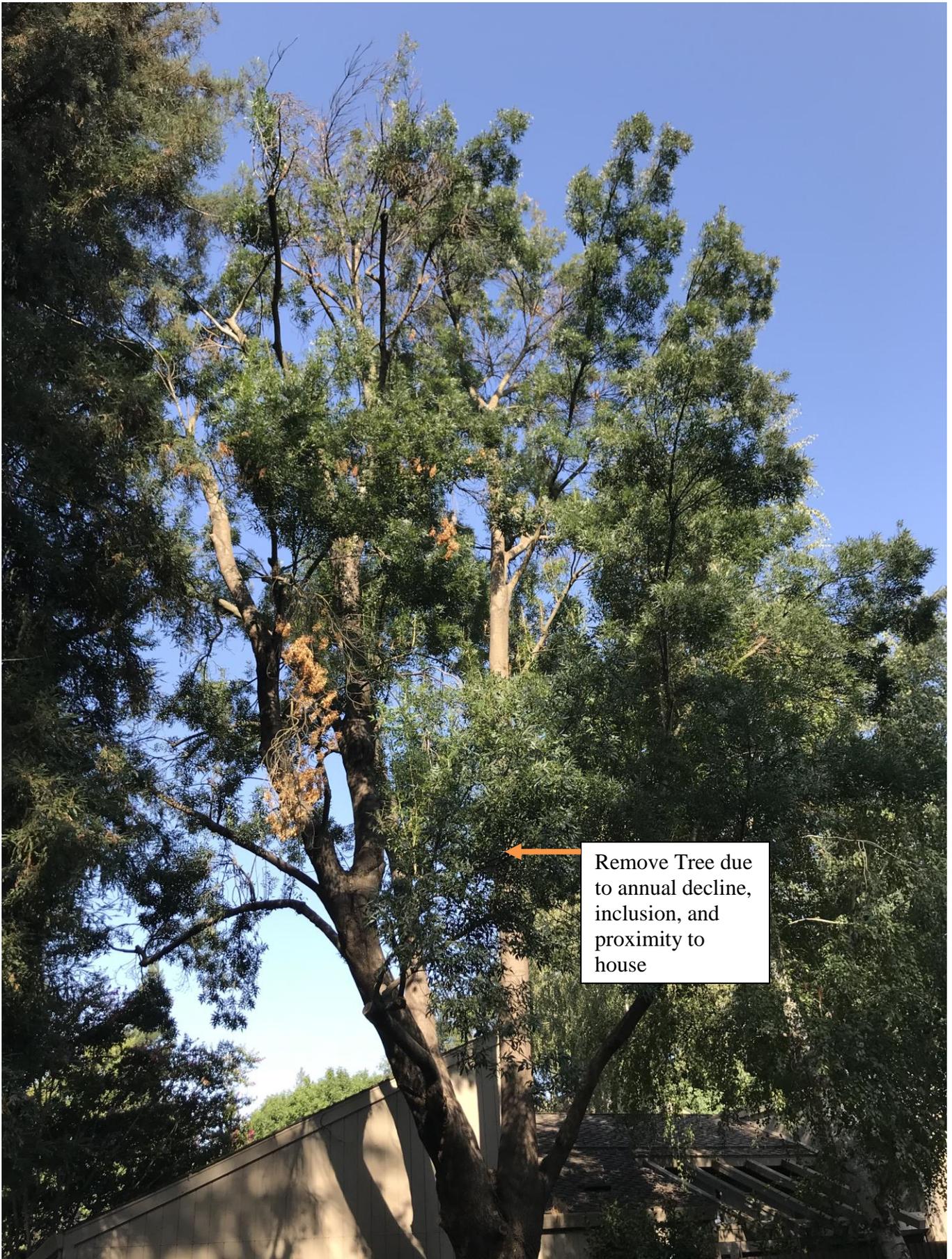


Figure 1



Figure 2

*This report is based on a basic visual inspection of the trees listed above. It is recommended that a more detailed evaluation of the trees be on a case by case basis at the request of Nepenthe association.

Sincerely,

Paul Dubois
The Grove Total Tree Care
ISA Certified Arborist WE-9034AU
Qualified Tree Risk Assessor



Bettsi Ledesma

From: Gina Parr [mailto:Gina.Parr@huffmanstrategy.com]
Sent: Monday, December 3, 2018 9:55 PM
To: [mailto:Gina.Parr@huffmanstrategy.com]; linda_cook@att.net; steve@huffmanstrategy.com; cjadot@comcast.net; Summersj10@yahoo.com; Bettsi Ledesma; Howard Parr
Subject: Fwd: Tree letter for the board

To the Nepenthe Board,

We live at 609 Elmhurst Circle. We were recently informed that the Ash and potentially the Birch trees in front of our house are scheduled for removal.

The City arborist and Grove Tree Service have recommended trimming and revisiting in a couple of years. This would be our requested course of action as well. We have lost several large canopy trees in the past couple of years, making the house considerably more difficult to insulate and shade.

It would be much less expensive in both the short and long term if the Board paid to trim the trees as necessary, as opposed to the thousands of dollars it would cost to remove each tree.

Thank you for your consideration and please respond that you received this email.

Regards,

--

Gina and Howard Parr

Bettsi Ledesma

From: Paul Dubois <pdubois@carson1975.com>
Sent: Thursday, November 8, 2018 12:39 PM
To: Bettsi Ledesma; Daniel Devlin
Cc: Cindy Renaud; Sarah Lowrey
Subject: 609 Elmhurst Circle Ash Tree
Attachments: 609 Elmhurst Circle Report. P.Dubois.pdf

Hello Bettsi & Daniel,

I just realized I had not followed up on this after I spoke to Bettsi last Friday. So the homeowners at 609 Elmhurst have contacted the City of Sacramento Arborist with concern about the approved removal of the large ash tree we had reviewed during the September tree walk and designated for removal due to the trees current condition. The City has approved the trees removal and has publicly posted the tree. However the residents contacted the City asking why the tree was on the chopping block. They have not formally protested the removal but according to Doug Waits (Arborist with the City Of Sacramento) are wanting the trees removal postponed as they state it is the last large tree near the house and are concerned about the rising cost of cooling the house in the summer. Doug (City Arborist) contacted me in hopes to reach out to the Nepenthe Management to try to resolve this and avoid an unnecessary appeal process. I stand by my recommendations and as I said the City agrees there is enough to justify the trees removal. However I do not view this tree as an immediate threat to fail, I justify the trees removal due to annual decline and the eventuality that this tree is on the downhill side and will die. With that said we can prune out the immediate hazard of the tree that is the large deadwood from the annual decline and monitor this tree and postpone the removal. Nepenthe has approved the trees removal and stump grinding for \$4,150. Alternatively we can prune out the deadwood this year for \$1,280 and continue to monitor the tree. The future removal cost will be less reflecting the pruning work this year so Nepenthe does not have to expect the same removal budget if the decision is to retain the tree to accommodate the request of the concerned party. I have attached the report sent to the city for reference, the permit again has been approved for removal however can be easily changed for pruning upon request.

Thank you,

Paul Dubois | Manager & Certified Arborist (WE-9034AU)

The Grove | Carson Landscape Industries | TurfPro
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