



**NEPENTHE ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**April 3<sup>rd</sup>, 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 April 3<sup>rd</sup>, 2019 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.
- b. **Board Goals Update**

**III. COMMITTEE REPORTS**

- a. Architectural Review Committee ..... **Pages 6-8**
- b. Finance Committee ..... **Pages 9-10**

- c. Grounds Committee..... **Pages 11-14**
- d. Insurance, Legal and Safety Committee..... **Pages 15-17**
- e. Outreach Committee..... **Pages 18-19**

**IV. MANAGEMENT REPORT ..... Pages 20-42**

- a. Report..... Pages 20-24
- b. Manager’s Reserve Report.....Pages 25-26
- c. March Nepenthe News .....Pages 27-34
- d. 2019 Master Calendar .....Pages 35-40
- e. Coast March Report Sheets.....Pages 41-42

**V. HOMEOWNER CORRESPONDENCE.....Page 43**

**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 D as presented.**

*Begin Consent Calendar*

**a. Approval of Minutes March 6<sup>th</sup>, 2019 Open Session Minutes ..... Pages 44-47**

Proposed Resolution: The Open Session minutes dated March 6<sup>th</sup>, 2019 are approved as presented.

**b. Financial Statement: February 2019 .....Separate Packet**

Proposed Resolution: The Board accepts the February 2019 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a negative year to date variance of (\$26,614) and reserve funding of \$261,851 compared to the reserve funding budget of \$351,982. The reserves are funded through February 2019. The Association has \$274,851 in operating funds, which represents 0.92 months

of budgeted expenses and reserve contributions. The Association has \$7,256,500 in reserve funds. Please see the Management Report for more information.

c. **Lien Resolution** .....**Page 48**

Per the enclosed Resolution dated March 14, 2019, 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
2397-02	\$1,095

d. **Architectural Applications**

The Architectural Review Committee met on March 12<sup>th</sup>, 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.

	Address	Application for	Recommendation
<b>1</b>	1109 Dunbarton Circle	Gas Line / Meter Installation	Approval with Conditions
<b>2</b>	410 Elmhurst Circle	Window / Patio Slider Replacement	Approval
<b>3</b>	1083 Vanderbilt Way	Window Replacement / Installation	Approval
<b>4</b>	212 Dunbarton Circle	Gas Line Installation	Approval with Conditions
<b>5</b>	408 Elmhurst Circle	Gas Line Installation	Approval with Conditions
<b>6</b>	1217 Vanderbilt Way	Shade Structure / Awning Installation	Approval
<b>7</b>	324 Elmhurst Circle	Patio Hardscape Installation	Approval
<b>8</b>	502 Elmhurst Circle	Screen Door Installation	Approval with Conditions
<b>9</b>	<b>2242 Swarthmore Drive</b>	<b>Window / Patio Slider Replacement</b>	<b>Denial</b>

*End Consent Calendar*

**VIII. NEW BUSINESS**

a. **Nepenthe Bylaws and CC&Rs – Corrections** ..... **Separate Cover**

One of the Board's goals was to complete a review of the current governing documents. The Association's attorney has completed a thorough proof read of the documents and found where typos or incorrect references existed and has made the appropriate corrections. Directors Loge and Huffman worked with the attorney, Brad

Epstein, on this project. As there are no material changes, the Board has the authority to adopt the corrected documents in Open Session.

Bylaws with proofreading comments .....	Separate Cover
Bylaws with changes incorporated .....	Separate Cover
CC&Rs with proofreading comments.....	Separate Cover
CC&Rs with changes incorporated.....	Separate Cover

**Action required:** Board review and resolution.

**Proposed resolution:** The Board adopts the corrected CC&Rs and Bylaws as presented by legal counsel.

**b. Benches ..... Pages 49-54**

In May of 2015, The then Board of Directors approved a plan to install a total of 19 steel benches throughout the community common areas. A total of seven have already been installed. Proposed locations for this year’s installations are enclosed in your Board packet. The quote for the next four benches to be ordered and the concrete pads are enclosed for review.

Bid for Benches .....	Pages 49-50
Bid for Concrete Pads .....	Pages 51-52
Map of Proposed Locations .....	Page 53
Pictures of Proposed Locations .....	Page 54

**Action required:** Board discussion and possible resolution

**Proposed Resolution:**

The Board approves the proposal from Wausau Tile for four steel benches in the amount of \$5,746.76, payable from the Reserves GL L23133, which has a remaining allocation of \$8,831.

The Board also approves the proposal from Red Leaf Development for four concrete pad installations for said benches in the amount of \$5,805, payable from the concrete reserves GL 23014, which has a remaining allocation of \$63,538.

**c. Tree Removal at 210 Elmhurst Circle ..... Pages 55-57**

Upon inspection by arborist Paul Dubois, the Liquidambar tree adjacent to the patio area of the home has been found to have an aggressive root system with insufficient clearance from the structure, making an intrusion issue immanent. The roots have already lifted and intruded on the patio area, continuing to near the structure. The arborist notes that the tree will not be a good candidate for root pruning as it would be detrimental to the tree and would likely cause the tree to fail. He recommends removing instead. Proposal from The Grove Total Tree Care is enclosed for review.

**Action required:** Board discussion and possible resolution

**Proposed Resolution:** The Board approves the proposal from The Grove Total Tree Care in the amount of \$1,510 for removal and stump grinding of the tree, payable from the Reserve GL N23282 for Trees which has a remaining allocation of \$63,571.

d. **Review Tree Care Proposal from The Grove Total Tree Care..... Pages 58-60**

On March 11<sup>th</sup>, Paul Dubois from The Grove Total Tree Care walked Zone 2 with management, Coast and Grounds Committee members. Various maintenance items were noted and 6 trees are recommended for removal.

**Action required:** Board discussion and possible resolution

**Proposed resolution:** The Board approves the proposal from The Grove Total Tree Care in the amount of \$12,285 payable from Reserve GL N23282 for Trees which has a remaining allocation for 2019 of \$63,571.

e. **Fine Schedule Correction ..... Pages 61-62**

Management has made corrections to the fine schedule adopted by the Board March 2<sup>nd</sup>, 2016, to better align with the current practice. The draft fine schedule with corrections in a redline form is enclosed.

**Action required:** Board discussion and resolution.

**Proposed Resolution:** The Board approves the corrections to the current Fine Schedule.

**IX. HOMEOWNER COMMENTS**

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**X. NEXT MEETING:** Wednesday, May 1<sup>st</sup>, 2019 at 5:30 pm in the Nepenthe Clubhouse

**XI. ADJOURN**

## NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, March 12, 2018 at 5:30 pm in Clubhouse

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

**Members absent:** Mary Gray, Ken Luttrell.

**Present:** Sarah Lowrey, Assistant Manager; Jan Summers, Nepenthe Board Liaison; Jim Thompson, Will Vizzard, Christy Navarro.

Meeting was convened at 5:32 pm.

**A.** Welcome and Opening Remarks.

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

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

1. **324 Elmhurst Circle** – Patio hardscape: in this 2300 model, applicants are adding a new concrete pad to smaller patio in the smaller yard, then tiling the pad, and adding a drip irrigation system exactly as they had done earlier to the larger, entrance patio in the home, having received approval in April, 2018. **Approval Recommended.**
2. **1109 Dunbarton Circle** – Gas line and gas meter installation in this 3300 Model. PG&E is to install a gas line running from the main in the alley to a meter near the southwest corner of the house. Two plants are expected to need to be removed. From the meter, the gas line will immediately enter the siding; from then on, all gas lines will run inside the walls of the residence. **Approval Recommended with Conditions: 1) that all gas lines are interior, i.e., located inside the walls; 2) that the work be performed by a licensed gas line installer; and 3) that any changes to the common area landscaping be coordinated with Management and Coast Landscapers.**
3. **1083 Vanderbilt Way** – Replace windows in this 2000 model: Replace one window and one patio door each in the master bedroom and kitchen, using Simonton 7300 Daylight Max vinyl-framed windows, with no change to the configuration. The contractor is to be C.E.C.S. The exterior color of the frames will be Bronze. **Approval Recommended.**

4. **212 Dunbarton Circle** – Gas Line to Fireplace installation in this 3300 Model: Run a gas line from the existing gas meter into the brick firebox for a gas log. Permission to install a gas line on the exterior of the home was requested, but such a placement is counter to Nepenthe’s Architectural Criteria. Gas lines must be installed in the interior of the walls (*ARC Guideline 14. Gas Line & Meter.*) The contractor is David Fox Plumbing. **Approval Recommended with Conditions: 1) that all gas lines are interior, i.e., located inside the walls; and 2) that the work be performed by a licensed gas line installer.**
  
5. **1217 Vanderbilt Way** – Shade Structure / Awning: In this 2000 model, a retractable, motorized awning is requested over the kitchen window within the fenced-in backyard area. Installation of a Durasol “Elite Plus” motorized, retractable awning, 93” x 63”, to cover exposed patio. Sunbrella Fabric Linen is a solid color and meets criteria. Contractor is to be Goodwin-Cole. **Approval Recommended.**
  
6. **408 Elmhurst Circle** – Gas line to fireplace installation in this 5500 Model: Run a gas line from the existing gas meter into the brick firebox for a gas log. Permission to install a gas line on the exterior of the home was requested, but such a placement is counter to Nepenthe’s Architectural Criteria. Gas lines must be installed in the interior of the walls (*ARC Guideline 14. Gas Line & Meter.*) The contractor is David Fox Plumbing. **Approval Recommended with Conditions: 1) that all gas lines are interior, i.e., located inside the walls; and 2) that the work be performed by a licensed gas line installer.**
  
7. **410 Elmhurst Circle** – Window Replacement: In this 4400 Model, replace all windows and patio doors using Simonton 7300 Daylight Max vinyl-framed windows, with no change to the configuration. The contractor is to be C.E.C.S. The exterior color of the frames will be Bronze. **Approval Recommended.**
  
8. **502 Elmhurst Circle** – Security Screen Door: In this 4400 Model, requested for the front door was a Titan Premium Security [screen] door in black color, either the (Option 1) “Quail Covey” or (Option 2) “Plain Bar” model, with the applicant giving the ARC the option for choosing either option. The applicant had incorrectly thought that Option 2 is already approved by Nepenthe: what was approved is literally the Cottage Rose model by Unique Home Designs. The ARC was willing to approve Option 2 because the door’s steel frame design resembled the Cottage Rose’s design.

The type of backing screen requested was termed “perforated aluminum mesh” by the contractor, A to Z Window Screenings. The type of security screen door that is backed by a solid metal plate perforated with pinholes was never approved by Nepenthe. Instead, the Conditions for approval specifically permit

a screen of wire or fiberglass mesh, or glass, options that were found on the website of the manufacturer of this door.

**Approval Recommended with Conditions:** The (Option 2) “Plain Bar” model is approved so long as it is backed with “wire mesh” screens in dark bronze or dark charcoal color per existing screen criteria for screen doors or windows, or glass.

**B.2.A. Homeowner Requests Already Approved via Emergency Approvals:** none.

**B.3. Homeowner Requests Not Approved:**

9. **2242 Swarthmore** – Replace windows in this 3000 Model. Replace all windows (except patio doors) using Renewal by Anderson composite-frame dual-glazed windows. The frames are quite wide, including the visible portion of the exterior window frame. Where the original windows are divided horizontally with a non-opening window section below as in the two living room windows and the dining room windows, the proposal would place two of these very wide frames abutting each other with an interlocking trim piece covering over the seam and grooves – an even wider “frame” of 7 inches or more. This product appearance is not in keeping with the esthetics of Nepenthe’s Architectural Criteria, being too wide and heavy. **Approval is not recommended.**

**C. Approval of Minutes:** done via email.

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

**F. Old Business:** Tabled until next month.

**G. New Business:**

1. Per General Manager Ledesma’s request, names of homeowner applicants will henceforth be omitted from the ARC Minutes.

**H.** Meeting adjourned at 6:48 pm.

**I. Next meeting.** Next regular meeting on Tuesday, April 9, 2019, at 5:30 pm in the Clubhouse.

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

# Finance Committee Minutes

March 18, 2019

Bettsi's Office

4:30 pm

Attendees: Joan Haradon, Chair; Will Vizzard, Member, Bettsi Ledesma, General Manager, Christina George, Treasurer. Not present: Susan Timmer

Approved 2/18/2019 minutes with the following amendment under Old Business, Section E.  
NOTE: "...negative operating expense variance..."

## I. OLD BUSINESS

### A. Outstanding issues identified in January 2019 financial reports not resolved.

#### Operations Budget Report:

1. Sewer Expense - Bettsi to follow up with County to determine when and how much we can expect to be billed for this utility.
2. Payroll Processing Fee - Recode \$1040 (2 months) from GL 19247 to GL17209.
3. Pending Utility expense - Bettsi follow up with A/P and Jim Dunifon.
4. Flood Accrual - 3 months accrual should be 2 months. Bettsi to follow up with Jim Dunifon re: possibility of only 11 months accrual for the fiscal year; alternative option is to discuss with Ryan DeShong moving insurance contract date to February 10th of each year.

#### Reserve Tracking Report

1. Recode \$11,555 from GL23199 to N22911.
2. A correction is needed to reconcile this report to the February Financial reports. Bettsi will send revised report to FC members and Board within the coming week.

### B. Recruitment New Members

1. Finance Chair will follow up with a potential new member by telephone.

## II. NEW BUSINESS

- A. Discussion regarding 2020 operations and reserve budget process. Bettsi provided a generic timeline and tasks provided by FS. Consensus is that this generic timeline/ tasks does not meet the specifics required by Nepenthe to insure that a thorough vetting of fiscal operations budgets/reserve allocations is presented to Board for final approval.

### B. Review of February Financial Reports.

#### Operations Budget Report.

1. Internet Expense (Comcast) - **No budget** was set up for this annual expense of \$3,696. GL 15155 is the correct code.
2. Operations budget is projected to be over budget \$29,831 by year-end. This may or may not be partially offset by \$12,000 in the Landscape budget. Per Bettsi, the

# Finance Committee Minutes

March 18, 2019

Bettsi's Office

4:30 pm

following line items may be under budget: pool service, janitorial service, community events, volunteer recognition and education, Federal/State Taxes.

Per Bettsi, other options for mitigating overdraft: (a) cancel pest control contract (b) use handymen services less by including in reserve projects (c) pay reserve study from reserves.

## **Reserve Tracking Report.**

1. Discussion regarding the approval of reserve expenditures in Closed Executive Session. It was felt by committee members, present, that these expenditures should be approved by the Board in Open Session.

## **C. Invoices from prior Fiscal Year.**

Discussion regarding the negative impact of late 2018 invoices on the current year's budget.

Palladin Patrol invoices for \$7055 and JE Williams invoice for \$8752 dated August 2018 were not received until after January 2019. **RECOMMENDATION:** Management needs to follow up with vendors within 30 days of completed work for billings.

Nepenthe Grounds Committee Meeting  
March 21, 2019, 3:00PM  
*Nepenthe Clubhouse*

**Present were:**

Don Landsittel, Committee Co-Chair	Marty Henderson, Irrigation
Diane Luttrell, Zone 1	Ron Holehouse, Zone 1
Valerie Layne, Zone 2	Diane Durawa, Zone 2
Lisa Tafoya, Zone 3	Yvonne del Biaggio, Zone 3
Kay Chmielewski, Zone 4	Iris Bettencourt, Zone 4
Pam Sechrist, Zone 5	Kathy Waugh, Zone 6
Daniel Devlin, Asst. Community Manager	Juliana Brown, Coast Site Manager
	David Culbertson, Coast

**Not present:**

Linda Cook, Board Liaison  
Joan Barrett, Secretary  
Joleen Hecht, Zone 3

**Guests:**

Karen Lowrey, homeowner  
Marcy Best, homeowner  
Pam Livingston, homeowner  
Solveig Toft, homeowner, prospective Zone 7 Steward

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

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

**Homeowners** were introduced

**Renovations/Views:**

Swarthmore – Juliana provided an update

- Ivy and turf have been strayed prior to removal
- Demo and grading scheduled to begin April 1<sup>st</sup>
- Drip system completion reported on below

Following renovation sites – **Don** reminded the Zone Stewards that they were to submit a single Renovation/View site for each zone. At the April Grounds Committee meeting the order of Remediations/Views to follow Zone 2 Swarthmore will need to be decided. No other methods of choosing the order to follow were presented other than pulling the order “out of a hat.”

**Pam** questioned if there were some areas in more need of renovations than others which prompted the following discussion.

- **Bettsi** responded that the Zone Stewards could submit their thoughts/recommendations for the BOD's decision.
- **Diane** seconded Bettsi's idea of the Zone Stewards deciding on a priority and then submitting it to the BOD. **Don** agreed.
- **Yvonne** asked Juliana for her thoughts
- **Juliana** responded she had no favorites
- **Kay** suggested to do the most visual areas
- **Don** added that high visibility Howe and University should be dealt with as separate areas in addition to the Zones.
- **Pam** Juliana is "our expert" so we should listen to her input
- **Diane** consider Juliana's input when making the Committee's decision for BOD recommendations
- **Don** emphasized that the Committee's decision will be needed next month

**The question was raised** if the new plantings would go on into the summers. **Don** answered "yes" which was supported by Julian. Coast could plant as drip irrigation is not restricted therefor properly planted plants/shrubs can be watered as needed.

### **Remediations:**

**Zone 7** – Completed including 11 new trees

**Zone 6** –

- "Flagging" complete (flags indicating plants/shrubs to be planted)
- Price proposal in process – should go to BOD for approval at the April 3<sup>rd</sup> meeting.
  - Currently includes 7 trees to be planted

**Zones 5, 4, 3, 2, and 1** –

- Remediation spreadsheets of missing plants/shrubs for the remaining zones are complete i.e. (essentially) ready for Juliana to do the work necessary to provide a Proposal

**Don** stated that efforts are needed to provide proposals for Zones 5 and 4 for the BOD May 1<sup>st</sup> meeting for approval.

Hard copies of the revised Shrubs/Plants/Ground Cover lists were provide along with the 2014 Plant Pallet. Soft copies had been provided earlier. This is a living document and updates can be expected.

**Marty** brought up the subject of stepping stones – agreed no new stepping stone should be allowed to be placed by homeowners.

**Marty** provided an update on the drip system for Zone 2 completion and Zone 1 total.

- **Marty, Juliana and the Sacramento City representative** inspected the areas to be completed.
- **Juliana** is preparing a proposal for the work to be completed
- **Marty** provided timing information to meet the City's fiscal issues. If we don't finish by May 23<sup>rd</sup> refunds will rollover to the City's next fiscal year.
- Note that two different rebate programs are in play – drip and turf
- Zone 2 Swarthmore Renovation/View area to be completed concurrently

### **Coast Report**

**Juliana** provided copies of the last months weekly reports and of the new 3 month rolling work projection and asked for feedback from the Zone Stewards.

- Juliana is preparing proposal on over seeding some greenbelt areas
- Weekly mowing underway as weather permits
- Some pre-emergent and weed abatement continuing

**Bettsi** informed members that FirstService will continue meeting with Coast to review and update the Scope of Work while clarifying the understanding of the SOW.

**Pam** questioned the blowing of tennis courts. Should be done per the SOW.

**Pam** questioned who is responsible for street gutters along University. **Don** believes it the City's responsibility. **Bettsi** added it is difficult due to parked cars.

**Kay** requested information on what is being remediated in the Zones. **Juliana** explained that the Proposals include this information. The Proposal are available from the Nepenthe Office.

### **Nepenthe Ground Financials**

**Bettsi** showed a new financial report and explained its content focusing on Grounds. This will become a standard Agenda item for future Grounds Committee Meetings.

### **Trees**

- To allow Grove sufficient time to prepare their proposals after the Tree Walks the future walks will be on the first Monday of the month. Start time will be 10:00AM
- Spraying of Sweet Gum/Liquid Amber trees should begin around April 1<sup>st</sup>
- **Valerie** brought up the possibility of delaying removal on item 11 on this month's Grove proposal due to nesting birds. This will be done and the removal of the tree will be revisited later (September).

### **Grove Tree Report**

**Paul** modified the Proposal form to attach an item number and to reference the photos for each item. Paul showed photos of trees listed in the report and explained the reasoning for recommendation of each.

**Don** put forward the idea that Nepenthe needs to consider and include the remediation of the area from which a tree is removed as part of the cost of removing trees. This cost would not be part of Grove's Proposals.

Paul will clarify of the tree numbers for items 6 and 18 on the Grove 3/19/2019 Tree Work Proposal

### **Recommendation for Board Action**

**Valerie** made a motion that we accept the recommendations of The Grove Total Tree Care, 3/19/2019 Tree Work Proposal with the exception of item 11.

**Pam** seconded the motion. The motion passed.

### **Homeowner comments**

**Karen Lowrey** provided pictures and spoke primarily about the messes made by turkeys and ideas on how to keep bark/mulch in place.

### **Other Business**

**Paul Dubois** informed the attendees that root issues causing possible foundation damage has been coming up more frequently.

There were no additional comments or questions from the stewards.

The meeting was adjourned at 5:00PM

Respectfully submitted,  
Donald Landsittel, Co-Chair

**Next Zone Walk, Zone 1, Friday, March 22, 2019**

**Next Tree Walk, April 1, 2019**

**Next Grounds Committee Meeting, April 16, 2019- 3:00PM- Nepenthe Clubhouse**

## MINUTES

### ILSC

March 10, 2019  
Nepenthe Library

#### IN ATTENDANCE:

Nancy Arndorfer, Chair  
Mike Cochrane  
Jerry Dunn

Melissa Currier  
Bill Olmsted

#### ABSENT:

Greg Beale  
Steve Huffman, Board  
Liaison

Nancy called the meeting to order at 5:05 PM, and the minutes were approved as written.

NEW BUSINESS: On a recent Saturday evening at 7 PM an ILSC member came to the HOA facility to use the gym facility, and when entering into the pool area from the stairs off Commons, he immediately noticed what appeared to be a homeless man with his pack of stuff comfied down against the library door near the ping pong table. When asked what he was doing there and how he got in, he just mumbled something which was a good indication of possible intoxication. Having no contact information with him, he called a Board member who said she would contact security. Forty minutes later upon exiting the gym, the man was still there. He then recontacted the Board member who said that she had to call FirstService, not Lyons, and she was put on hold for over twenty minutes. This incident definitely points out a shortcoming in the contract with Lyons Security. Traditionally Nepenthe residents had the option of calling security directly in matters of safety, nuisance, criminal acts or other situations where the Nepenthe security provider would be needed. At present a resident would be directed to call FirstService *first*, after which our contract security agency would be contacted. The extremely long delay in this recent incident in reaching FirstServicea after hours points out the inefficiency associated with the current process, and exposes Nepenthe HOA to a legal claim where delay in summoning security help results in personal injury or property damage.

The balance of the meeting was spent discussing the proposed revised version of the broker Standards and Practices for insurance dated 2/15/19. and charter of the ILSC. The ILSC herein states its concerns in the following areas;

1. The ILSC has traditionally been responsible to the Board for development and submission to the Board specifications for proposals from industry insurers. The committee has then traditionally reviewed each submitted proposal and provided recommendations to the Board from the submitted proposals. The proposed changes to the Standards and Practices for insurance dated 2/15/19 appear to reverse this process, in that the submitted proposals would *first* be reviewed by the Board and then only those proposals selected by the Board would be provided to the ILSC for review. The Committee believes that it has particular expertise in insurance matters based on its

membership and is in a unique position to evaluate *all* proposals, not just the ones selected by the Board for committee review.

2. The ILSC suggests that the removal of the requirement that the insurance agent/broker only have a local claim adjusting capability is short-sighted and unwise. Virtually *all* insurance companies have local claim adjusting capability, either in-house or through private professional claim adjusting companies. Typically the agent/broker is not directly involved with claim adjusting - the insurance company and *not* the broker is responsible for claim adjustment. The Board's removal of the requirement of a of a local agent/broker invites proposals by any non-local agent/broker. For example under the new Standards, a broker/agent in San Diego could theoretically provide an insurance to Nepenthe HOA without even once *visiting* the Nepenthe grounds. Such agent/broker might also not be inclined to communicate in person with the Nepenthe Board or management when circumstances suggest a personal appearance.

3. The ILSC has traditionally been the liaison with the insurance agents, brokers and insurers, the Sacramento Police Department, the Sacramento Fire Department and other local offices of emergency services. The proposed amendments to the ILSC charter removes that function from the committee. Presumably, the liaison function would be taken over by the Board or perhaps another committee. For the reasons stated above, the ILSC believes it possesses particular expertise in matters of insurance and safety and the interaction in such matters is best left to the ILSC.

The Committee is proud to carry out its mission to advise the Nepenthe Board in matters of law, insurance and public safety. The Committee membership is comprised of experts in the fields of real estate, law, insurance and public safety. Several members continue to practice professionally; others are recently retired in their profession but continue to possess vast knowledge within their chosen profession. To change or neutralize the charter of the ILSC would not be in the best interest of the Nepenthe residents.

OLD BUSINESS: The subject of the emergency preparedness plan was brought up, but since Steve was not at the meeting, there was nothing new to discuss.

REQUEST FOR BOARD ACTION: The ILSC strongly urges the Board not adopt the proposed changes to the committee charter and Standards and Practices which would defeat the purpose of having the committee. Secondly, the Board should re-examine the security contract policy to cut out FirstService and strengthen the liaison with Lyon.

Mike Cochrane was responsible for writing the majority of this report, and we would all like to wish him well as he and Cheryl leave our community. We will all miss his knowledge, experience, expertise, friendship and certainly his writing ability.

The meeting was adjourned at 5:52 PM. The next meeting will be on April 9th.

Submitted by Wm Olmsted.



# Outreach Committee Meeting

03/26/2019

**Call to Order:** 4:00pm

**Members Present:** Chair, Charles Schaffer. Valerie Weinberg, Karen Van Maren, Ann Conway, Bonnie Jean Ueltzen and Board liaison Linda Cook. Also present, Assistant Community Manager Sarah Lowrey.

**Members absent:** None

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## 1. Announcements

**Committee:** Charles again requested that any members interested in renewing their membership or becoming Chairperson or Secretary of the Committee should formally declare their intentions. Valerie, Bonnie and Karen stated they would like to continue their membership, and Anne stated that she will consider becoming Chairperson but has not come to a final decision.

Charles announced that he would like to formally resign as the Outreach Committee Chairperson but will remain as a member. The matter regarding chairmanship of committee and the secretary position was discussed. No clear offer of chairmanship or position of secretary was made.

**Events:** The Rivercats baseball game will be on 6/2/19 at 1:00 pm. The Nepenthe staff will publicize the event in the April and May Nepenthe News. Charles reiterated that 6-7 Nepenthe residents have expressed an interest in forming a golf club. He will contact them to arrange a planning meeting as the weather improves. He will also post an invitation to join in the Campus Commons clubhouse.

## 2. Unfinished Business

**Memorial Day Event:** Valerie discussed more details about a Spring musical event planned for Memorial Day (5/27/19). Valerie will perform with her piano player, Chet. The cost for the musicians will be \$400, and tickets will be \$10 for residents- \$12 for guests. Consideration will be given to serve food, perhaps desserts. Valerie will ask The Grand Confectionnaire in Lyons Plaza to donate food, however, Assistant Manager Sarah Lowrey announced that she is researching options for a Taco Al A Cart caterer that may be an option for food. The caterer serves different meat choices for tacos and allows all attendees to serve their own toppings.

Wine will also be served if available and Anne is to at Save More for wine donations. The event will be held in the clubhouse in case of bad weather. Promotion of the event will be done by email and street posters. Sarah has also agreed to place an article in the May newsletter.

Sarah Lowrey to check with Caesar from the Campus Commons Clubhouse office to see if they are also hosting a Memorial Day event the same day. Committee may choose to reschedule if Campus Commons is already hosting an equal event for the holiday.

**Cinco De Mayo:** The committee discussed the topic of the annual Cinco de Mayo party, which will be held on Sunday, 5/5/19 in the clubhouse, 5:00 to 8:00 pm. The admission charge will be \$10, Valerie will ask Steve Brooks to provide Spanish guitar background music. Mexican appetizers and snacks will be served. There will also be a Margarita bar, and Bill Olmstead has agreed to serve the drinks. Linda Cook has procured the Margarita machine and ingredients through Margarita Man, the same company used in past events. Valerie will ask La Rosa Blanca restaurant to donate food. However, Assistant Manager Sarah Lowrey is also researching options for a Taco Al A Cart caterer as previously discussed. Karen will shop for paper products if the caterer above does not provide them. The Nepenthe clubhouse staff will help with promotion so long as the appropriate information and flyers are provided in a timely manner.

Sarah and Valerie agreed to meet on April 26<sup>th</sup> to go over details of promotion and other items that may be requested of staff.

**Parking Lot Sale:** Members agreed that a parking lot sale should be held in the fall of September with a set up time of about 7:30 am and start at 8:30 am and end at about noon. Sarah confirm that the event has been calendar for *September 21<sup>st</sup>, 2019*.

### **3. Budget**

Sarah reported that our current revenue received from the Keychain sales are at \$40.00 and interest in the new keychains is very high and has been positively received. The committee again discussed that the maximum amount of money allowed for one event is \$900 and that any requested amount per event greater than \$200 has to be approved by the Board. The annual Nepenthe budget for educational events is \$1,200, which also must be approved by the Board.

### **4. Recommended Actions or Requests for the Board: NONE**

**5. Next Meeting:** April 23, 2019, 4:00pm

**6. Adjourn:** 4:55 pm.

\*\*\*Minutes prepared as a one-time courtesy by Assistant Manager Sarah Lowrey.



# Nepenthe Association

## Management Report – April 3<sup>rd</sup>, 2019

### 1 COMMUNICATION

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1.1 THE NEPENTHE NEWS WAS LAST PUBLISHED ON MARCH 8<sup>TH</sup>, 2019. THE NEXT NEWSLETTER WILL BE PUBLISHED ON APRIL 5<sup>TH</sup>, 2019. TOPICS TO BE COVERED ARE:

- Manager’s Report
- President’s Letter
- Cash Flow Report
- Landscape Update
- Contracts awarded at April 3 Executive session
- Election update
- Cinco De Mayo Party -Outreach
- Personnel Update
- Pool/Spa Re-plastering
- Homeowners Insurance for Interior

1.2 WEBSITE:

- Calendar is up to date and complete.
- Announcements scroll received most recent update on 3/29/19.
- The “Grounds and Landscape Updates” page has officially been updated and re-formatted for user friendly informational updates on all things grounds and landscape related. This page will include information on weekly zone walks, monthly tree walks, Grounds Committee meetings, zone stewards, maintenance schedules and future enhancements.

### 2 ADMINISTRATION

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2.1.1 **Resident Registration-** Management continues to reach out to homeowners and tenants to obtain Resident Information Forms. All received forms and leases have been uploaded to Connect and the resident’s information has been updated in the database.

2.1.2 **Keychains** - In an effort to help fund community events, the FirstService management team is now offering keychains with the Nepenthe logo engraved on them, in exchange for a \$5.00 donation to the Outreach Committee. The \$5.00 donation puts \$2.20 into the Outreach Event Budget for event funding with the remaining \$2.80 to cover the association’s initial output.

- 2.1.3 **“Info Box” Installations** - The FirstService Management team has installed three new “Info Boxes” at each of the pool decks in the community. These boxes will serve as another form of information disbursement. They will house monthly newsletters, event flyers, updates and more information relating to the Nepenthe community.



- 2.1.4 **Parking** – Manager met with Director George once this month to review ongoing parking enforcement items and compliance issues.
- 2.1.5 **Committee Meeting attendance-**  
ACM Sarah Lowrey attended the March 12 Architectural Review Committee Meeting  
ACM Daniel Devlin attended Landscape Operations Meetings on March 5, 12, & 19.  
GM Bettsi Ledesma also attended Landscape Operations Meetings on March 5, 12, 19 & 26.  
ACM Daniel Devlin attended the Grounds Committee meeting on March 21.  
ACM Daniel Devlin attended the Tree Walk on March 11.  
ACM Sarah Lowrey attended the Outreach Committee meeting on March 26  
GM Bettsi Ledesma attended the Finance Committee meeting on March 18
- 2.1.6 **Meetings with Board President** – Manager met with Board President, Director Loge, weekly to review action items, items of concern and upcoming facility or administrative projects.

### 3 FACILITIES

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- 3.1.1 **Fencing Repairs** – Management has been working with James E. Williams Construction to prepare a scope of work and bid 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 in Executive Session for final approval, along with their proposal.
- 3.1.2 **Facility Electronic Key-Access Installations** - In the February Executive Session, the Board approved electronic access installations at 4 locations. Each location has had the electronic access system and hardware installed and all are now fully operational.
- 3.1.3 **Benches** – In May of 2015, The then Board of Directors approved a plan to install a total of 19 Steel benches throughout the community common areas. A total of 7 have already been installed. Management is currently in the process of obtaining a new bid for the next set of benches and concrete pads. Proposed locations for this year’s installations as well as the bids for the benches and concrete work will be presented at the April Board meetings.
- 3.1.4 **Roof Repairs** –Roof inspections and repairs began March 1<sup>st</sup>, per zone, starting with Zone 1. Roof inspections and repairs are anticipated to begin April 1<sup>st</sup> for Zone 2. However, it is important to note that while the 2018 Reserve Allocation for the roof inspections was not used, the overall

2018 allocations were overspent. For this reason, the roof inspections and repairs for Zone 2 and the remaining zones will be reviewed again in Executive Session.

- 3.1.5 **Gutter Cleanings** – Randy Ross Cleaning Services has completed the first of the 2019 annual roof and gutter cleanings. Project completion was somewhat delayed mainly due to weather. He is currently in the process of completing the second round of cleanings for zones 3, 4 and 7. Second cleanings are expected to be complete as of April 30<sup>th</sup>.
- 3.1.6 **Clubhouse Remodel Contract Issues**– At the main Commons Drive clubhouse, at least two areas have been identified as causing water intrusion and associated damages from said intrusion. Upon further contractor inspection, it is apparent that there are many areas of the clubhouse that exhibit possible improper workmanship or improper material installation when remodeled. The Board has authorized engineering consultant Darrell Knutson of Brussels Consulting to inspect the issues and make a report. The Inspection took place on Wednesday, March 27<sup>th</sup> and the findings have not yet been received.
- 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 7 rentals in the month of March. Of which, there are 4 Dunbarton Cabana rentals and 3 clubhouse rentals.

## 4 GROUNDS

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### 4.1 LANDSCAPE

- 4.1.1 **“Swarthmore View”** renovation plan is expected to begin early April for demolition, re-grading and the dry creek installation. Plantings and irrigation to follow.
- 4.1.2 **Irrigation System Checks** have been completed in all zones as of 02/20/2019. Zone 6 and Zone 7 received system check repairs in March. Irrigation repairs for zones 1-5 will begin in April and continue throughout the month. All irrigation is expected to be turned back on for the season, weather permitting.
- 4.1.3 **New Sod Installations** at 700 Dunbarton Circle and 1300 Commons Drive are complete. Irrigation for these two locations has been turned on. Each area is being monitored to ensure proper watering and health.
- 4.1.4 **Subterranean Drip Conversion Project**- Commencement of Netafim conversion for Zone 2 begins in April.
- 4.1.5 **Remediation Tracker / New Plantings** - Management has developed a tracking sheet, outlining items noted by Grounds Committee stewards for remediation. Grounds stewards have finalized the plant count and are reviewing on an ongoing basis for any revisions that may be needed. Plant count and placement is also subject to change per Coast Landscapes Account Manager Juliana Brown’s recommendations.

All plantings have been completed in Zone 7. Coast has submitted a proposal for Zone 6 which the directors will review at the March 6 Executive Session. New plantings in Zone 6 are expected to begin upon approval as well as the flagging of plant locations in Zone 5.

- 4.1.6 **Landscape Operations** - Management, the Grounds Co-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 March Weekly and Monthly Report Sheets from Coast are attached to this report.
- 4.1.7 **Weekly Zone Walks** with the Grounds Committee Chair person and management have begun again now that weather is more conducive.

#### 4.2 **TREE MAINTENANCE**

- 4.2.1 **Tree Walks** –On March 11<sup>th</sup>, Paul Dubois from The Grove Total Tree Care walked Zone with management, Coast and Grounds Committee members. Various maintenance items were noted and 6 trees are recommended for removal. Board is expected to approve the work in the April 3<sup>rd</sup> Open Session. 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 2018 and the pruning has continued throughout the Winter months. Zones 1, 2, 3, 4, and 5 are complete. Crews are currently in Zones 6 and 7. Expected completion for all is Mid-April 2019.
- 4.2.3 **Fruit Reduction Spraying 2019** began in March. All Plum trees have already been treated early March and liquidambar are receiving the treatment in the beginning of April.

### 5 **PERSONNEL**

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- 5.1.1 **Staff Changes**  
Facilities Manager, Daniel Devlin, submitted resignation of his position. His last working day was March 22<sup>nd</sup>. Interviews will be held for a replacement to fill the open position.
- 5.1.2 **Payroll hours report- March 2019**  
Scheduled hours: 577.25  
Worked: 529.25  
Training: 2 onsite webinars  
Vacation: 0  
Illness: 31  
Other: 40 – vacant staff position, 8 Annual FSR meeting

### 6 **FINANCIAL**

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- 6.1 **ANNUAL FINANCIAL REVIEW**  
In conformance with California Civil Code 5305, the Annual Financial Review must be distributed to the membership no later than April 30th, 2019. All requested information has been provided

to Propp, Christensen and Caniglia LLP, however, their review has not yet been received. Once received, the Financial Review will be distributed by management in conformance with California Civil Code.

**6.2 FLOOD INSURANCE SURCHARGE:**

Management has uploaded the list of owners to be assessed the \$225 surcharge to Accounts Receivable. The surcharges were assessed on the April 2019 statements.

**6.3 FEBRUARY 2019 FINANCIALS**

The February financials are provided under separate packet for review. Management has prepared further reports that are enclosed in this packet.

**7 GOVERNANCE**

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**7.1 VARIANCE REQUEST**

Resident Laurie Dumford at 715 Dunbarton Circle has submitted a request for variance from the private street parking restrictions. Her letter is in Homeowner Correspondence. Management has informed Ms. Dumford of the process for requesting a variance in conformance with Article IV, Section 4.14. Notice of the request has been placed on the clubhouse bulletin board and mailed to the homeowners residing within 100 feet of 715 Dunbarton Circle. This item will be on the May 1, 2019 Open Session Board agenda.

**7.2 PARKING ENFORCEMENT**

Management continues to conduct parking enforcement throughout the community. Citations were placed on 101 cars and 1 vehicle was towed in the month of March.

**7.3 COURTESY PATROL**

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

**7.4 NON-COMPLIANCE NOTICES**

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

Number of Notices Sent Per Violation	Type of Violation
3	Landscaping – Trim Trees
3	Architectural Application – Not Approved
1	Non-Compliance -Pool / Spa
1	Garage – Improper Use
1	Landscape – General Maintenance
1	Non-Compliance – Rules and Regulations

Nepenthe 2019  
Reserve Tracker Report

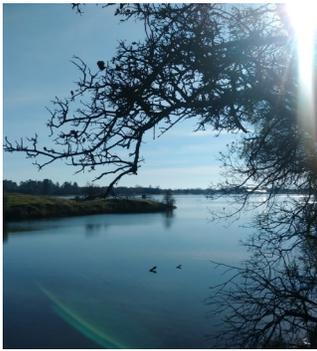
GL Number	Reserve Component	2019 Beginning Balance	2019 Reserve Funding	Year to Date Expense	Current Balance with 2019 Reserve Funding
22872	14000 - Recreation	17,808.98	3,980.00	-	21,788.98
22960	03500 Painting: Interior	10,324.38	2,750.00	-	13,074.38
23014	02000 Concrete	45,822.47	26,507.00	500	71,829.47
23103	Reserve Interest	0.00			-
23120	05000 - Roofing	3,651,131.60	780,476.00	22,396	4,409,211.60
23122	12000 - Pool & 13000 - Spa	138,514.97	45,090.00	30,525	153,079.97
23127	19000 - Fencing	201,330.09	79,889.00	11,494	269,725.16
23133	18000/100-114 - Landscaping-Irrigation	213,944.60	65,221.00	22,199	256,966.55
23146	21000 - Signage	28,408.54	4,720.00	414	32,714.69
23178	01000 Paving	608,331.50	152,851.00	-	761,182.50
23199	31000 - Reserve Study	1,890.12	1,876.00	-	3,766.12
L23133	26000 - Outdoor Equipment/Benches	6,415.77	3,660.00	-	10,075.77
L23135	03000 Painting: Exterior	409,144.03	192,582.00	-	601,726.03
L23136	04000 - Structural Repairs	893,144.62	493,627.00	9,188	1,377,583.62
N22912	23000 - Mechanical Equip	59,976.74	5,903.00	-	65,879.74
N22991	20000 - Lighting	11,584.70	7,635.00	10,386	8,833.70
N23017	08000 - Rehab, 22000 - Office	151,087.64	41,319.00	15,760	176,646.92
N23130	32000 - Undesignated	5,452.62	3,126.00	-	8,578.62
N23274	17000 - Tennis Court	93,052.08	14,631.00	-	107,683.08
N23275	18000/120-144 - Landscaping-Plantings	213,943.89	65,220.00	55,151	224,012.94
N23282	18000/160 - Landscaping-Trees	213,943.89	65,220.00	109,095	170,068.89
N29911	30000 - Miscellaneous / Underground	115,414.36	55,610.00	47,505	123,519.01
<b>Totals</b>		<b>\$7,072,859</b>	<b>\$2,111,893</b>	<b>\$334,613</b>	<b>\$8,867,948</b>

2019 Allocations	Year to Date Expense	2019 Allocation Balance
7,576	-	7,576
3,729	-	3,729
64,038	500	63,538
	-	-
48,015	22,396	25,619
64,920	30,525	34,395
26,786	11,494	15,292
202,541	22,199	180,342
6,663	414	6,249
3,075	-	3,075
615	-	615
8,831	-	8,831
10,250	-	10,250
131,669	9,188	122,481
-	-	-
11,038	10,386	652
43,050	15,760	27,290
7,688	-	7,688
-	-	-
151,550	55,151	96,399
172,666	109,095	63,571
130,819	47,505	83,314
<b>\$ 1,095,519.00</b>	<b>\$ 334,612.85</b>	<b>\$ 760,906.15</b>

Estimated Ending Reserve Balance Per Study **8,515,227**

Nepenthe 2019  
Reserve Tracker Report

# Letter from the President



# NEPENTHE NEWS

Hello to all fellow Nepenthians!

Our clocks move forward this weekend, a sign that Spring is coming. Our grounds are also showing signs of its ultimate arrival. Coast is doing a great job with the general maintenance matters. Thanks for their continued efforts. We also owe Don Landsittel, Grounds Committee Co-Chair, and Nepenthe Management a big thank you for their commitment to grounds vision and oversight.

The first of many Ground Remediation projects has also

been completed. These projects focus on repairing, replacing, and adjusting the plantings in a Nepenthe Zone. Zone 7, which is University Ave, on the levee side of the street, is the first zone to benefit from this project. Finally, the first Grounds Enhancement project is underway at the end of Swarthmore. There is a schematic of this project in the Clubhouse. Both undertakings use additional Coast crews for the work, not the routine maintenance staff, and are funded from Nepenthe Reserve

*(Continued on page 2)*



## Feeling Lucky??



**Spring is near! And what a great time for a fun activity.**

**Check out the last page of this issue of the Nepenthe News. Management will be hosting a St. Patrick's Day coloring contest for all ages.**

**Show off your artistic abilities and drop off your completed work to the Nepenthe office by March 22nd. Three winners will be selected and receive a special prize from the FirstService Management Team.**

**Good Luck, Nepenthe!**

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## 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 self nominating for a position on the Board, please contact the Nepenthe Office staff by e-mail ([nepenthe.hoa@fsresidential.com](mailto:nepenthe.hoa@fsresidential.com)) or by phone at (916) 929-8380 by **April 17th**. Following is the timeline for the 2019 election:

### ELECTION SCHEDULE

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

**Friday, April 5 -** Candidates' statements and pictures due to Office (to be included in the April newsletter)

**Wednesday, April 17 -** Names of Self Nominated Board candidates due to Nepenthe Office

**Friday, April 19 -** Election Committee mails Ballot packets, including statements and pictures, to homeowners (to be returned no later than May 22nd by 5:00pm)

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

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

The Cooking Club will meet on Sunday, March 31, from 1-3 PM in the **Campus Commons clubhouse**. This month's theme is fruit - fresh or dried. If you'd like to participate, bring an appetizer, salad, side dish, or dessert made with fruit. Contact [pathom33@mac.com](mailto:pathom33@mac.com) with any questions.



Photo By Resident Pam Sechrist

## President's Letter Continued from Page 1

Funds set aside for this purpose. As we move forward, the Board looks to the Grounds Committee for leadership with future landscape special projects. Thanks to all Committee members.

As you may know, coming soon, there is an election for Board members. Committee members and committee chair appointments will also be available.

Nepenthe relies on the participation of its homeowners to function. It is so important to vote in the election, and please consider joining a committee. Details on voting and committees are available from management staff.

*-Frank J Loge, Board President*

# January Cash Flow Report

Sources / Uses	Operations	Reserves
<b>Beginning Balance 1/1/2019</b>	<b>\$252,632</b>	<b>\$7,072,859</b>
<b>Plus Income</b>	<b>\$297,770</b>	
Accounts Payable		
Pending Reserve Expense		
Reserve Investment Income		\$3,337
Contributions to Reserve		\$175,991
<b>Less Operating Expenses</b>	<b>(\$154,439)</b>	
Reserve Funding	(\$175,991)	
Reserve Expenditures		(\$56,694)
<b>Ending Balance 1/31/2019</b>	<b>\$246,158</b>	<b>\$7,195,492</b>

# January Budget Report

Actual year-to-date income of \$297,769 versus year-to-date budgeted income of \$299,909 produced a negative variance of \$(2,139).

Actual year-to-date operating expenses and reserve contribution of \$330,429 versus year-to-date budgeted expenses of \$299,909 produced a negative variance of (\$30,520). The two combined variances produced a negative year-to-date variance of (\$32,659).

## Approved Architectural Modifications

The improvements listed below were approved by the Board of Directors on March 6th, 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 March 12th, 2019 in the  
Clubhouse Lounge at 5:30pm**

Address	Application
1149 Vanderbilt Way	Exterior Security Light Installation
718 Elmhurst Circle	Shade Structure / Awning Installation
300 Elmhurst Circle	Emergency HVAC Replacement

## Awarded Contracts

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

- 1) Zone 2 Roofing Inspections and Repairs: \$14,783  
(Also, President Loge designated to approve future zones as we move through the project)
- 2) Brussels Consulting - Clubhouse Inspections: \$1,000

**The following contracts were approved in the  
March Open Session:**

- 1) Arborists Tree Care Proposal for Zone 1: \$15,628

Tree Removals (5)

- Tree #965, Maple, Near 407 Dunbarton Cir
- Tree #78, Locust, Near 700 Elmhurst Cir
- Tree #1761, Tulip, Near 702 Elmhurst Cir
- Tree #2038 Sweetgum, Near 1485 University Ave
- Tree #2058, Ash, Near 1527 University Ave

For more information, see the full monthly Arborist Report which is always available to view in the clubhouse library or on the "Grounds Updates" page of [www.NepentheHOA.com](http://www.NepentheHOA.com).

# Letter From The General Manager

All the seasons at Nepenthe are beautiful, but Spring is my favorite. I think more homes in Nepenthe must sell in April than any other month and that's largely due to the dogwoods and azaleas!

Before you head outside to watch the blooming, here are some updates about landscape and facility projects going on in Nepenthe.

## Landscape:

The Zone 7 remediations and plantings are complete! All replacement plants were chosen by our Coast landscape manager, Juliana Brown, who is a Certified Landscape Horticulturist and has 20 years of experience in landscape installations. Whether the shrubs planted are familiar or new to Nepenthe, they were chosen carefully to be the "right plant in the right place" and come with a one-year warranty. Each zone, as it receives its plantings, will also have one area which will be chosen to serve as a mini enhancement project. In Zone 7 it is the grotto area between 1569 and 1611 University- check it out!

As we mentioned in previous communications, the spring plantings and remediations will be proceeding in reverse order. New plants will soon be going into Zone 6.

The monthly tree walks have also resumed. In February, our Arborist from The Grove Total Tree Care, Paul Dubois, walked Zone 1 and made a number of important recommendations. The entire report can be viewed on our website at this link: <https://nepenthehoa.com/wp-content/uploads/2019/03/Zone-1-Tree-Work-Report-Feb.-2019.pdf>. The Grounds Committee reviewed his recommendations and then requested a proposal from him which they then recommended for Board approval. Also in landscape, there has been a lot of activity surrounding



irrigation. First, Coast Landscape has completed its annual system check and will be making a number of repairs to the system to obtain optimum efficiency when we begin irrigating again. This is a massive undertaking with a property this size- each zone timer controls close to a hundred valves and the valves run drip and spray irrigation- thousands and thousands of emitters that have to be observed and the deficiencies inventoried.

The second activity in irrigation is that we've begun the third and final phase of the drip irrigation project. Grounds Committee member, Marty Henderson, will again be working with the City to apply for rebates that will cover the cost of the materials used. To date, the association has received \$67,000 in rebate money from the City for this massive undertaking. We are grateful to

the City of Sacramento for supporting Nepenthe in its efforts to be more water wise.

## Swimming Pools and Spas:

In February the directors approved a contract to replaster the Clubhouse lap pool and the Dunbarton spa. The lap pool will be a large project so it has been scheduled for October when the swim season is winding down. The Dunbarton spa has to be done sooner as there is a mandatory drain cover retrofit that will be part of the work and the first opportunity with Geremia Pools, the chosen vendor, is in May of this year. We will provide more information as it comes available, but fortunately, only the one spa will be affected- the Clubhouse spa will remain open.

*-Bettsi Ledesma, Nepenthe General Manager*

## YUCK!.....

Does it make sense to throw your used doggy bags on the ground or grass for someone else, rather than taking it to a proper garbage bin?



If a nearby garbage bin is full or locked, does it then make sense to just leave it laying there, rather than taking it home with you for disposal?

We don't think so either. After all, it is *your* pet and *your* responsibility to clean up after.

There are teams of hard working individuals that put in daily effort to keep Nepenthe beautiful. Please join us in our efforts and throw away your pets waste. Don't make others do so for you.

Common courtesy goes a long way, don't you agree?

## Slate of Candidates - Report Presented by the Nominating Committee at the March Open Session Board Meeting

The Nominating Committee for 2019 respectfully submits the following slate of candidates for the 2019 vacancies on Nepenthe Board of Directors.

**Greg Beale**

**Christina George**

**Frank Loge**

**Will Vizzard**

The Candidate Forum is scheduled on Master Calendar for May 4, 2019 at 10:00AM, Nepenthe Clubhouse.

Linda Cook, Nominating Chairperson

Barbara Henry, Committee Member

Barbara Murman, Committee Member

Alan Watters, Committee Member

Dale Shaw, Committee Member

**Important Dates for March**

- \* Nepenthe Book Club .....3/11 @ 3:30pm
- \* Insurance, Safety and Legal Committee Meeting.....3/12 @ 5:00pm
- \* Architectural Review Committee Meeting.....3/12 @ 5:30pm
- \* Grounds Committee Meeting.....3/21 @ 3:00pm
- \* Finance Committee Meeting.....3/18 @ 4:00pm
- \* Outreach Committee Meeting.....2/26 @ 4:00pm
- \* Cooking Club (Campus Commons Clubhouse).....3/31 @ 1:00pm

For more details, see the Event Calendar at [www.NepentheHOA.com](http://www.NepentheHOA.com)

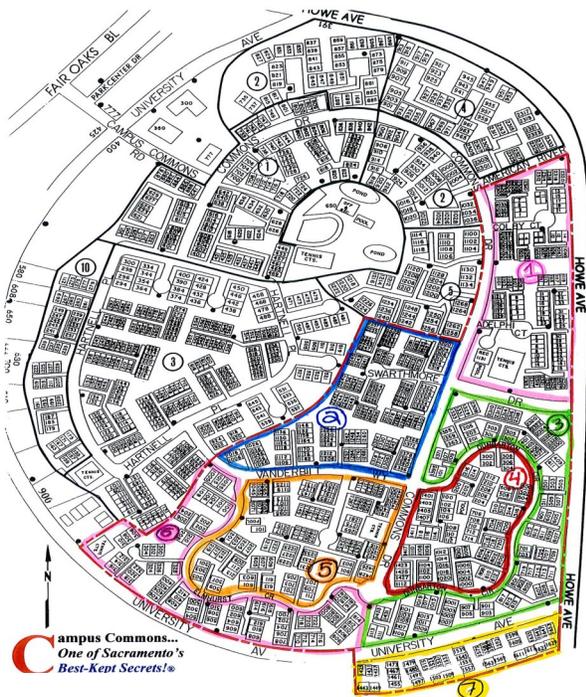
**Weekly at the Clubhouse**

- Mondays - Yin Yoga 9:15am-10:30am (Starting 03/18/19)
- Fridays - Social Yoga 9:00am-10:30am
- Saturdays - Coffee at the Clubhouse 10:00am-12:00pm
- Pickle Ball - See Calendar
- Bridge - See Calendar

Events Dates / Times subject to cancellation or changes.  
(Check website calendar before attending events)

**Do You Know What Zone  
You're In?**

If you are a newer resident to Nepenthe, you may not be aware that the entire development is split into what we call "Zones". This helps to organize large projects, landscape maintenance and remediation, cleanings and repairs, grounds / tree evaluations and more. Wondering what zone you are located in? See the map below or give a call to the office to find out.



**Pets of Nepenthe!**



*Pictured above is another charming addition to the neighborhood; Roxy! Thank you to the Holmquists for sharing a picture of this sweet girl with us. If you see Roxy out and about...say hello!*



*Life's better with great friends, isn't it?*

*These two best friends would definitely agree. Tess and Beau, pictured above, are enjoying a warm afternoon with their parents Pam and Izumi.*

**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](mailto: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!



## Thinking of having your patio hardscape replaced?...

Having a nice dinner on a warm summer night, visiting with family, watching the breeze blow gently through your wind chimes or simply enjoying a sunny afternoon with friends. These are just some of the many ways you probably enjoy your outside patio area.

It is not uncommon for some residents to upgrade their view by choosing a full replacement of their concrete hardscape surface within their patio lot. If you are thinking about possibly doing so please let us know! Although it is not yet required, we do encourage you to submit an architectural application for this or consult with a member of the Architectural Review Committee before beginning your work. The ARC will be able to offer guidance for proper drainage as well as adequate spacing from the association maintained siding.

**\*Another very key factor to any hardscape replacement is the proper disposal of the old concrete or construction debris.**

Unfortunately, some recently replaced hardscapes at Nepenthe have created a costly hazard for the

association. Large chunks of concrete were found in the adjacent alley drains, which not only clogged the drains but caused extensive damage to the underground piping. This is not a cost that your neighbors should have to bear. Don't you agree?

Confirm with your contractor the details of ensuring proper drainage as well as a debris disposal plan. However, concrete waste from such projects should never be disposed of in the city/private streets or the street and alley drains.

If you see anyone, resident or contractor, illegally dumping anything into any drain please contact the office immediately or dial the City of Sacramento at 3-1-1. And assist in making sure we prevent this kind of dumping by being active in the on-goings of your project. Talk with your contractor and ensure they have a proper plan for removing the debris and concrete before you begin any work.

A "Nepenthe backyard or patio" surely is a delightful one to enjoy and we want you to continue doing so. We simply ask that you attempt to cover all bases before you embark on a major project that could have consequences if not carefully monitored.

-Thank you!

## Finance Committee Report to Board

### Missed the March 6th Board Meeting?

**Here's the report given to the Board by Finance Committee Chair, Joan Haradon.**

"I hope that all of you have taken the opportunity to review the new financial management reports provided in your Board packet this month. They were designed to give the Board the necessary information to make sound financial decisions when prioritizing various projects each month.

It has been a goal of mine since my tenure on the Board to see that the directors have access to better financial management reports. The

accomplishment of this goal is largely due to the perseverance and support received from President Frank Loge and Treasurer Christina George. For the past three and a half months, I have been working with Christina and the General Manager in the design of a report format.

The current reports provided by FirstService Residential are accounting reports and they are mandatory for all businesses. There is a world of difference between financial *accounting* reports and financial *management* reports. Both reports use the same data for very different reasons. Accounting reports are for external users, e.g. banks, investors and regulatory agencies.

Financial *management* reports are for internal users, e.g. operations managers, Boards of directors and financial analysts. They are simple, visually clear and well-annotated monthly reports. They tell the story of how the organization is performing by using performance indicators vis-à-vis fiscal goals.

Our most important goal should be to end every fiscal year within the approved budget allocations. This is what ensures a healthy financial future.

There were a number of challenges and hurdles to overcome to accomplish this task. Again, I want to thank Frank and Christina for their support and recognizing the need for a better financial management tool."



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](http://www.NepentheHOA.com)

### Management Staff:

Betsi Ledesma, General Manager, [Betsi.Ledesma@fsresidential.com](mailto:Betsi.Ledesma@fsresidential.com)

Sarah Lowrey, Assistant Community Manager, [Sarah.Lowrey@fsresidential.com](mailto:Sarah.Lowrey@fsresidential.com)

Daniel Devlin, Assistant Manager / Facilities Manager [Daniel.Devlin@fsresidential.com](mailto:Daniel.Devlin@fsresidential.com)

Nirmal Dhesi, Administrative Assistant, [Nirmal.Dhesi@fsresidential.com](mailto: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, [President@NepentheHOA.com](mailto:President@NepentheHOA.com), 916-920-0752

Linda Cook, Vice President, [VicePresident@NepentheHOA.com](mailto:VicePresident@NepentheHOA.com), 916-847-8996

Steve Huffman, Secretary, [Secretary@NepentheHOA.com](mailto:Secretary@NepentheHOA.com), 916-214-4500

Christina George, Treasurer, [Treasurer@NepentheHOA.com](mailto:Treasurer@NepentheHOA.com), 916-921-2793

Jan Summers, Member at Large, [Director@NepentheHOA.com](mailto:Director@NepentheHOA.com), 916-927-5570

## Committees

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

**Architectural Review Committee**  
Chair: Jenny Smith  
[ARC@nepenthehoa.com](mailto:ARC@nepenthehoa.com)

**Elections Committee**  
Chair: Yvonne Del Biaggio

**Finance Committee**  
Chair: Joan Haradon  
[FinanceComm@nepenthehoa.com](mailto:FinanceComm@nepenthehoa.com)

**Grounds Committee**  
Co-Chair: Don Landsittel  
Co-Chair: Open  
[GroundsComm@nepenthehoa.com](mailto:GroundsComm@nepenthehoa.com)

**Insurance, Legal and Safety Committee**  
Chair: Nancy Arndorfer  
[ILS@nepenthehoa.com](mailto:ILS@nepenthehoa.com)

**Outreach Committee**  
Chair: Charles Schaffer  
[Outreach@nepenthehoa.com](mailto:Outreach@nepenthehoa.com)

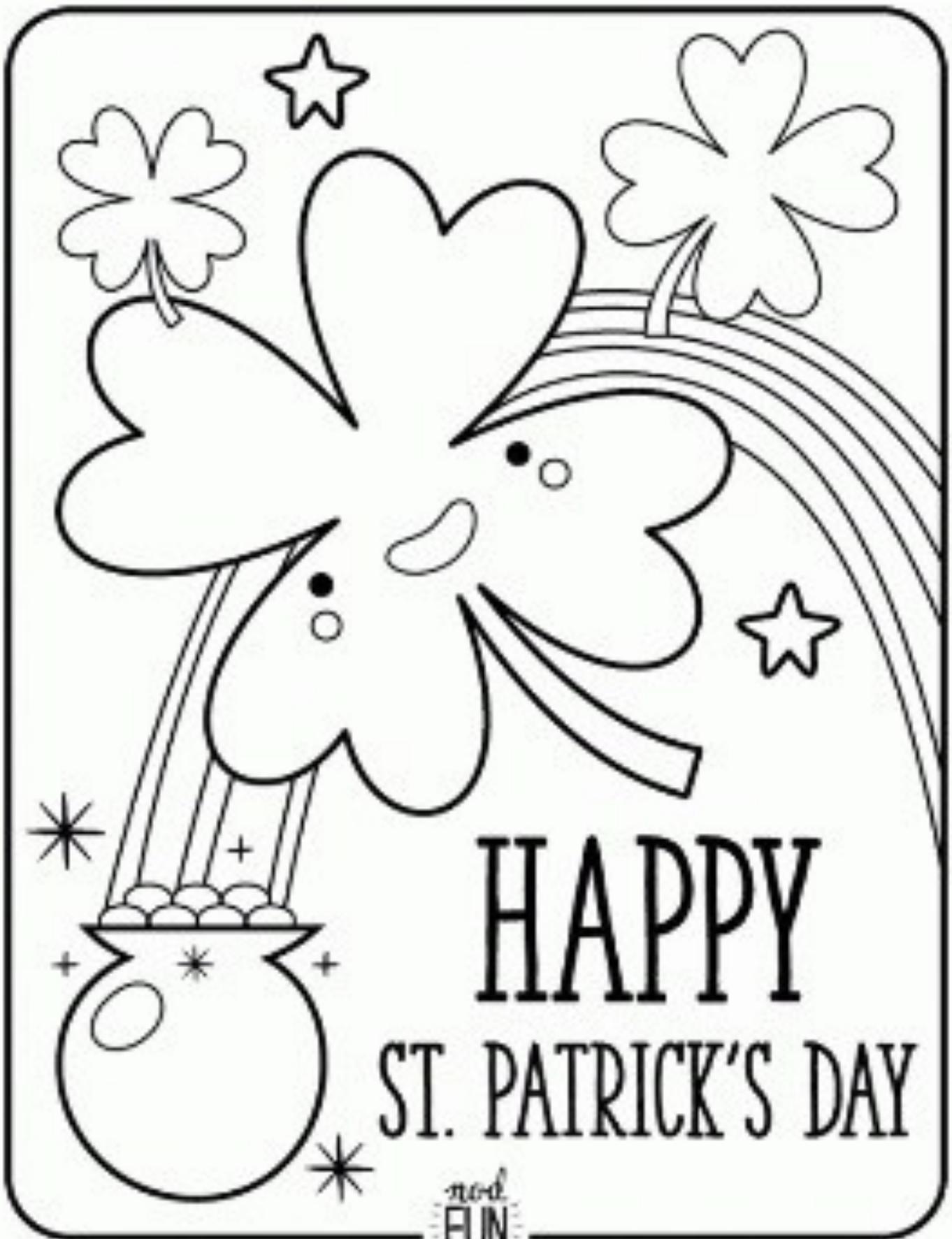
Committee Meetings:  
Times, dates and locations of meetings can be found on the website at <http://nepenthehoa.com/event-calendar/> or on the bulletin board outside of the Clubhouse.

## Important Reminders

- ◆ Daylight Savings Time Begins this Sunday! Don't forget to turn your clocks 1 hour forward.
- ◆ Green waste is to be put out where your alley meets your street only on Sunday nights. Coast landscape will pick them up on Monday morning.
- ◆ If your roofs and gutters have not been cleaned yet, fear not. Randy Ross Services is still on the job and on their way to you!

What does that mean?  
ARC= Architectural Review Committee  
ILSC= Insurance, Legal and Safety Committee





HAPPY  
ST. PATRICK'S DAY

not  
FUN  
PAGE

## 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 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	hold
2/6/19	Board Meetings: Closed 4 PM, Open 5:30 PM	x
2/8/19	Send Flood Surcharge List to Accounts Receivable for April statements	x
2/8/19	Nepenthe News published	x
2/11/19	ARC meeting 5:30pm	x
2/11/19	Insurance, Legal and Safety Committee Meeting 5pm	x
2/17/19	Financials published and distributed to Board and Finance Committee	x
2/18/19	Minimal Staffing in Office for President's Day	x
2/21/19	Grounds Committee meeting 3:00 PM	X
2/25/19	Finance Committee meeting 4:00 PM - Resch. To 2/18/19	X
2/26/19	Outreach Committee meeting 4:30 PM	X
2/27/19	Committee Minutes due in management office	X
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 roof inspections	X
3/1/19	Manager posts agenda and distributes Board packets	X
3/1/19	Send reminder to insurance agent for hazard inspection	hold

## 2019 Master Calendar DRAFT

3/1/19	Election Committee organizational meeting	X
3/1/19	Pool contractor to inform management of any equipment needs for the pool season	X
3/6/19	Board Meetings: Closed 4:00 PM, Open 5:30 PM	X
3/8/19	Nepenthe News published	X
3/11/19	President to email community to solicit committee volunteers	N/A
3/12/19	ARC meeting 5:30pm	X
3/12/19	Insurance, Legal and Safety Committee Meeting 5pm	X
3/15/19	Check with pool service- do we need to change filter cartridges? (last change out for all pools/spas 2019)	X
3/17/19	Financials published and distributed to Board and Finance Committee	X
3/20/19	Manager to mail hearing notices to delinquent owners	X
3/25/19	Finance Committee meeting 3:00 PM	X
3/26/18	Outreach Committee meeting 4:30 PM	X
3/27/19	Committee Minutes due in management office	X
3/27/19	Lock in agendas for 4/3/19 Board meetings	X
3/29/19	Manager posts agenda and distributes Board packets	X
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, 10:00 -12:00	
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	2019 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

6/11/19	Annual review of Emergency Preparedness Plan by the ILS with report to the Board at July Open Session	
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	

## 2019 Master Calendar DRAFT

8/30/19	Manager posts agenda and distributes Board packets	
9/2/19	Office closed for Labor Day	
9/4/19	Board Meetings: Closed 4 PM, Open 5:30 PM	
9/5/19	Contact Randy for proposal for roof and gutter cleaning	
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	

## 2019 Master Calendar DRAFT

11/12/19	Insurance, Legal and Safety Committee Meeting 5pm	
11/17/19	Financials published and distributed to Board and Finance Committee	
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: 3/11/2019 - 3/15/2019

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) Weed Abatement 2) Irrigation Valve ID 3) Ivy Abatement at homes/fences/trees

MAP#

DESCRIPTION:

WEATHER : S = Sun; R = Rain; W = Windy; C = Cloudy

MON S    TUES C    WED W    THURS S    FRI S

<b>TURF CARE:</b>					
Mow Zone 1	X				
Mow Zones 2 & 6		X			
Mow Zones 5 & 6			X		
Mow Zones 3 & 4				X	
Mow Zone 7					X
<b>SHRUB, VINE &amp; GROUNDCOVER CARE:</b>					
Pick Up Green Waste	X				
Blow Surfaces at Main Clubhouse	X	X	X	X	X
Service Dog Station, blow off Dunbarton and Elmhurst Tennis Courts	X		X		X
Service Zone 1	X				
Ivy abatement Zone 1	X				
Service Zone 2 & 6		X			
Ivy abatement Zone 1		X			
Service Zone 5 & 6			X		
Service Zone 3 & 4				X	
Service Zone 7					X
Install Sod at 700 Dunbarton and 1300 Commons - Extra Work Crew			X	X	X
<b>MANAGER TASKS:</b>					
Tree Walk Zone 2	X				
Begin Zone 6 Remediation Flagging	X				
Weekly Operations Meeting		X			
<b>IRRIGATION SYSTEM:</b>					
Juan assisted with horticulture care/ maintenance	X	X	X	X	X
Identify eligible valves in Zone 1 and 2 for Netafim conversion rebate		X			
<b>MISCELLANEOUS: Chemical and Mechanical Weed Abatement</b>					
Spray 12 ounces Round Up Pro Max Zone 2				X	
Spray 10 ounces Round Up Pro Max Zone 7					X
Spray Swarthmore Turf and Ivy for removal					X



# NEPENTHE HOA

## 3 MONTH SCHEDULE - MARCH

PREVIOUS MONTH	CURRENT MONTH	COMING MONTH
FEBRUARY	MARCH	APRIL
<b>TURF CARE:</b>		
Bi-weekly mowing schedule weather permitting	Application of Q-4 to try to eliminate Crab Grass in turf T&M	Application of Q-4 to try to eliminate Crab Grass in turf T&M
	Fertilizer application with preemergents to turf (no preemergents to be used in areas slated for overseeding)	Turf overseeding of Greenbelts in the Spring - T&M
	Weekly mowing schedule - weather permitting	Weekly mowing schedule - weather permitting
<b>SHRUB, VINE &amp; GROUNDCOVER CARE:</b>		
Application of Barricade preemergent to all planting beds Zones 1, 2, 5 and 6 completed	Application of preemergents to Zones 3, 4 and 7	Post Emergent Weed Control
Mowing of all groundcovers Completed 2/25/2019	Hard pruning of shrubs that are over the tops of the fence lines to 1' below the fence line	Hard pruning of shrubs that are over the tops of the fence lines to 1' below the fence line
	Cutting back of Hydrangeas Cutting back Ivy from houses, fences and trees	Cutting back Ivy from houses, fences and trees
	Application of 15-15-15 fertilizer to planting beds	Application of 15-15-15 fertilizer to planting beds
<b>IRRIGATION SYSTEM:</b>		
System checks for all controllers in all Zones Completed 2/20/2019	Identify valves to be included in Netafim conversion in Zones 1 & 2	Begin Zone 2 Netafim conversion
	Zone 6 & 7 System Check repairs	Irrigation System Check repairs Zone 1-5
	Proposal for Zone 2 Netafim conversion	Power up irrigation system - weather permitting
<b>MISCELLANEOUS:</b>		
Remediation planting in Zone 7 Completed 3/8/2019	Spraying turf and groundcovers to eliminate in preparation for Swarthmore View Installation	Swarthmore View Installation
	700 Dunbarton and 1300 Commons Sod installation	Zone 5 Remediation flagging
	Zone 6 Remediation flagging	Zone 6 Remediation planting

\*Schedule subject to change

MAR 28 2019

Nepenthe Board  
of Directors

I live at 715 Dunbarton Circle. My grandson is coming to stay with me temporarily until he can find his own apartment. He will be working during the week and will go home to Chico on the weekends. He will need parking Sunday, Monday, Tuesday, Wednesday and Thursday nights only. Is it possible for him to get parking permits just for those nights each week? He will be working during the day so will need to park here only, those evenings and nights - Sunday through Thursdays.

My 2-car garage has permanent built-in shelves on one side so we cannot get two cars in.

Laurie Durnford  




**NEPENTHE ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**March 6<sup>th</sup>, 2019, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

**OPEN SESSION  
MINUTES**

**I. CALL TO ORDER: 5:30pm**

Present	Arrival	Board Member	Position	Departure
X	5:00pm	Frank Loge	President	6:15pm
X	5:00pm	Linda Cook	Vice President	6:15pm
X	5:00pm	Christina George	Treasurer	6:15pm
X	5:00pm	Steve Huffman	Secretary	6:15pm
X	5:00pm	Jan Summers	Member at Large	6:15pm

**II. ANNOUNCEMENTS**

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on March 6<sup>th</sup>, 2019 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.
- b. **Contracts awarded**
  - 1. Zone 2 Roofing Inspections and Repairs: \$14,783
  - 2. Brussels Consulting - Clubhouse Inspections: \$1,000
- c. **Board Goals Update**

**III. COMMITTEE REPORTS**

- a. **Architectural Review Committee**  
No verbal report. Minutes Reviewed.
- b. **Finance Committee**  
Committee Chair, Joan Haradon, gave report regarding Financial Management Reports.
- c. **Grounds Committee**  
Committee Chair, Don Landsittel, confirmed Zone 7 plantings complete. Coast to begin in Zone 6 within 2-3 weeks.
- d. **Insurance, Legal and Safety Committee**  
No report. Minutes reviewed.
- e. **Outreach Committee**  
No report. Minutes reviewed.

**IV. MANAGEMENT REPORT**

- a. **Report**  
General Manager, Bettsi Ledesma, summarized Management Report verbally.

- b. **2019 Flood Surcharges Levied**
- c. **Manager’s Financial Report**
- d. **February Nepenthe News**
- e. **2019 Master Calendar**
- f. **Coast February Weekly Report Sheets**

**V. HOMEOWNER COMMENTS**

Two homeowners addressed the Board at this time regarding a number of items including tree concerns and potential install or research of root dams, architectural concerns, and landscape plantings.

- VI. 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:** Director Huffman

**Second:** Director George

**Vote:** All in Favor

*Begin Consent Calendar*

- a. **Approval of Minutes February 6<sup>th</sup>, 2019 Open Session Minutes**  
Resolution: The Open Session minutes dated February 6<sup>th</sup>, 2019 are approved as presented.
  
- b. **Financial Statement: January 2019**  
Resolution: The Board accepts the January 2019 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a negative year to date variance of \$32,659 and reserve funding of \$179,327 compared to the reserve funding budget of \$175,991. The reserves are funded through January 2019. The Association has \$246,158 in operating funds, which represents 0.82 months of budgeted expenses and reserve contributions. The Association has \$7,195,492 in reserve funds. Please see the Management report for more information.
  
- c. **Nominating Committee – Slate of Candidates**  
In conformance with the Nepenthe Bylaws, the Nominating Committee has submitted its report to the Board.  
  
No Action Required: Review and File
  
- d. **Appoint Co-chair to the Outreach Committee**  
The Board appoints Ann Conway, an Outreach Committee Member and Nepenthe member in good standing to serve as Co-chair to the Outreach Committee.
  
- e. **Contribution to CAI-CLAC**

Nepenthe has a long history of supporting the efforts of this organization; CAI CLAC-Community Associations Institute, California Legislative Action Committee. The “Buck A Door or More” is an item budgeted for each year. A long form resolution is enclosed in the Board packet as is an information flyer about CLAC.

Action required: Board resolution

Resolution: The Board approves the donation of \$1,180 to Community Associations Institute, California Legislative Action Committee to be paid from the operating budget.

**f. Architectural Applications**

The Architectural Review Committee met on February 12<sup>th</sup>, 2019 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>
<b>1</b>	1149 Vanderbilt Way	Exterior Security Light Installation	Approval
<b>2</b>	718 Elmhurst Cir	Shade Structure/Awning Installation	Approval
<b>3</b>	300 Elmhurst Cir	Emergency HVAC Replacement	Approval

*End Consent Calendar*

**VII. UNFINISHED BUSINESS**

**a. Flood Insurance Discussion**

This discussion is concerning the policies purchased for Flood Insurance for Nepenthe. The directors discussed this topic at the January open session and tabled the discussion to allow the Insurance, Legal & Safety Committee time to review the issue and make a recommendation.

**No Action:** Discussion Only

**b. 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 2018 Tree walk by arborist Paul Dubois from The Grove Total Tree Care, due to its current condition.

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. At the January Open Session, the Board of Directors tabled this item 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.

The root excavation was performed on February 15<sup>th</sup> by The Grove, which revealed several 4"-8" tree roots growing into the home's foundation. Paul Dubois's report is also enclosed.

**Resolution:** The arborist's recommendation has been confirmed by the local authority, and the root excavation confirmed there is an existing threat to the foundation. In the interests of risk management, the Board approves the removal of the tree per the arborist original recommendation.

**Motion:** Director George

**Second:** Director Cook

**Vote:** All in Favor

## VIII. NEW BUSINESS

### a. **Revise Key Card Policy**

The Nepenthe Key Policy was adopted in February 2014 and is enclosed. The revised draft policy is also enclosed. There is only one change: after one year, key cards will no longer be refundable. Verbiage has been added to the policy to remind residents to notify management when moving out of the community.

**Resolution:** The Board adopts the revised Key Policy as presented.

**Motion:** Director George

**Second:** Director Summers

**Vote:** All in Favor

### b. **Review Tree Care Proposal from The Grove Total Tree Care**

On February 18<sup>th</sup>, Paul Dubois from The Grove Total Tree Care walked Zone 1 and parts of zone 3, 4 and 7 with management, Coast and Grounds Committee members. Various maintenance items were noted and 5 trees are recommended for removal.

**Resolution:** The Board approves the proposal from The Grove Total Tree Care in the amount of \$15,628 payable from Reserves which has a remaining allocation for 2019 of \$145,266.

**Motion:** Director Huffman

**Second:** Director George

**Vote:** All in Favor

## IX. HOMEOWNER COMMENTS

Two homeowners addressed the Board at this time regarding the Arborists report and flood insurance.

## X. **NEXT MEETING:** Wednesday, April 3<sup>rd</sup>, 2019 at 5:30 pm in the Nepenthe Clubhouse

## XI. **ADJOURN: 6:13pm**

## NEPENTHE

March 14, 2019

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

**WHEREAS**, Section 5660 of the California Civil Code requires that a warning letter be sent by certified mail to the owner of record at least 45 days prior to recording a lien; and

**WHEREAS**, the Association has sent this letter and the 45 days has or will soon expire; and

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

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors approves by a majority vote of the board members present at a duly called open meeting for FirstService Residential to record a lien on the separate interests/accounts listed below on behalf of the association and to mail a copy of the recorded lien to all known owners and addresses once the 45 days has elapsed from the mailing of the warning letter and no payment has been received.

<i>Date</i>	<i>Account No.</i>	<i>Total Amt Due</i>	<i>Past Due Assessment Only</i>	<i>Approved</i>	<i>Denied</i>	<i>Comment</i>
03/14/19	2397-02	\$1,212.17	\$1,095.00			

**Deferred Items from prior meeting**

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

Any two (2) Board members must sign:

By: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_



A Wausau Tile Inc. brand

DIRECT: (715) 359-3121 | MAIN: (800) 388-8728  
Mailing Address: P.O. Box 1520, Wausau, WI 54402-1520  
Shipping Address: 9001 Business Hwy 51, Rothschild, WI 54474

## Cover Sheet

### Quote: 15114-1

**DATE: Monday, February 18, 2019**

**SALES PERSON: PJanda**

**PHONE: 707-507-9610**

**EMAIL: pjanda@wausaudeSIGN.com**

**CUSTOMER: NEPENTHE ASSOCIATION**

**SHIP TO: NEPENTHE ASSOCIATION**

**ADDRESS: 1131 COMMONS DR  
SACRAMENTO, CA 95825**

**TBD  
SACRAMENTO, CA 95825**

**CONTACT: SARAH LOWREY  
P: 916-929-8380  
Sarah.Lowrey@fsresidential.com**

**PROJECT: Nepenthe Association**

**QUOTATION REMAINS VALID FOR 30 DAYS FROM QUOTE DATE UNLESS OTHERWISE NOTED.**

**NOTES:**

MF2204 S29 Green  
<http://www.wausaumade.com/products/benches-chairs/mf2204>

7209 Anchor Kit

These items and most items we manufacture are made to order. Lead time is estimated 6-8 weeks production and then another estimated 1-2 weeks to ship. If you are needing this product sooner let us know and we would have to check with the home office.

Thank you for your interest in Wausau Made. We value you as our customer!

**PURCHASING CONDITIONS:**

1. The purchase order and payment should be made out to Wausau Tile.
2. To expedite shipment, please include an address for billing and an address for delivery.

**TERMS & CONDITIONS:**

1. This is a materials only bid valid for 30 days from date of bid. Prices are based on square footage or units as listed above, and subject to change if there are any increases or decreases of quantities to the project.
2. 30% down payment is required on all custom or modified products prior to start of production.
3. Field measurements, specifications and quantity confirmation are responsibilities of the customer.
4. Freight rates are based on today's rates and are valid for 30 days from bid. Delivery is for one location only unless noted in bid.
5. Customer will be notified when product is ready for delivery. Storage charges apply if customer delays shipment more than 30 days after notice.
6. All cancelled /returned orders must receive prior approval from a sales representative.
7. Both installation and assembly are the responsibility of the customer or its consignee.
8. Materials must be unloaded within 2 hours of arrival or customer will be charged for hold-over at the rate of \$100/hour.
9. Wausau Tile standard purchase and warranty terms apply as stated under Terms of Sale on Wausau Tile's Website
10. Sales or use tax is customer's responsibility and due as part of the payment to Wausau Tile before shipping occurs unless a properly executed tax exempt certificate is provided to Wausau Tile. Deliver the tax exempt certificate by fax to 715-355-4627 or provide an original by mail if required by state law.
11. Federal Contracting Compliance and CA Transparency in Supply Chains Act is available on Wausau Tile's Website.

**CUSTOMER APPROVED BY:**

**WAUSAU MADE**



A Wausau Tile Inc. brand

DIRECT: (715) 359-3121 | MAIN: (800) 388-8728  
Mailing Address: P.O. Box 1520, Wausau, WI 54402-1520  
Shipping Address: 9001 Business Hwy 51, Rothschild, WI 54474

## Quote: 15114-1

Quantity	Product	UOM	Description	Weight	Cost Each Per UOM	Cost Total
4.00	MF2204-S29	EA	6' ARCH BACK W/ARM-MOSS GREEN	275.00	\$1,105.000	\$4,420.00
4.00	7209	EA	ANCHOR KIT FOR FLAT STEEL BENC	1.00	\$21.000	\$84.00
<b>Total Weight:</b>				1,104.00		

**Items Cost:** \$4,504.00  
**Sales Tax:** \$349.06  
**Shipping:** \$893.70  
**TOTAL:** \$5,746.76

Quotation in effect for 30 days from issue date unless otherwise noted.  
Final count and/or square footage validation responsibility of customer.

**NOTES:**

MF2204 S29 Green  
<http://www.wausaumade.com/products/benches-chairs/mf2204>

7209 Anchor Kit

These items and most items we manufacture are made to order. Lead time is estimated 6-8 weeks production and then another estimated 1-2 weeks to ship  
If you are needing this product sooner let us know and we would have to check with the home office.

Thank you for your interest in Wausau Made. We value you as our customer!

# Red Leaf Developments, Inc.

Office: 1.800.324.9056, Fax: 916.900.8963  
5717 Manzanita Ave  
Carmichael CA 95608  
Email: info@redleafdevelopments.com  
www.redleafdeveleopments.com  
CSLB: 900817

## Estimate And Proposal

Date: March 13, 2019

From:  
, Red Leaf Developments, Inc.

Estimate Submitted To:  
Bettsi Ledesma,  
1131 Commons Drive  
Sacramento, CA 95825

For Work At:  
1131 Commons Drive  
Sacramento, CA 95825

Red Leaf propose to furnish all materials and perform all labor necessary to complete the following work:

### Description

---

Concrete New Bench Pads

Install 4 new concrete bench pads/slabs in location TBD

Install of bench pads includes:

- Excavation of existing native dirt and removal of dirt from site
- Concrete will be 6 sack mix with rebar 24" o.c using #3 rebar.
- 2" Base Rock will be installed below concrete

Square footage: 220 (each pad roughly 6'x9')

Finish: Light Broom

Color (s): No Color- Natural Gray

\*RLD has final say in location of break joints installed in concrete and is not responsible for any cracking or breaking of concrete unless it is determined that the proper compaction was not provided by RLD. \*

\* Estimate does not include any preparation beyond soil removal.

**Job Total**

**\$5,805**

Any alterations or deviation from the above specifications that require additional cost of material or labor will be executed upon written order for same, and will become an extra charge over the sum mentioned above for this contract. All agreements must be made in writing.

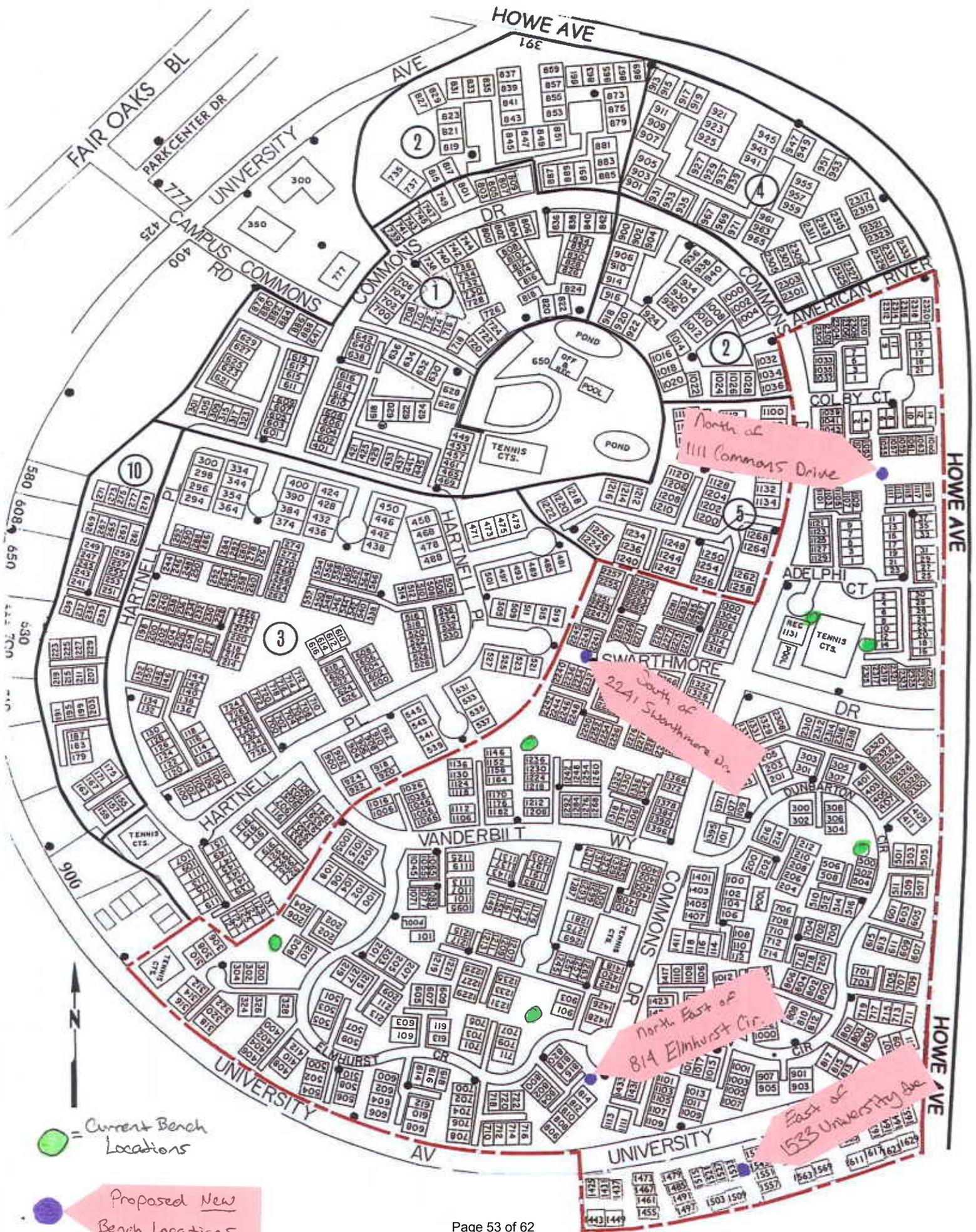
This Simple Estimate Proposal is good for 30 days. Please give me a call if you have any questions: Office: 1.800.324.9056, Cell: .

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Red Leaf Developments, Inc.

---

Date



● = Current Bench Locations

● = Proposed New Bench Locations

## Proposed Bench Sites – Nepenthe Association

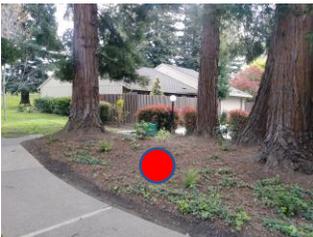
Agenda Item for April 3<sup>rd</sup>, 2019



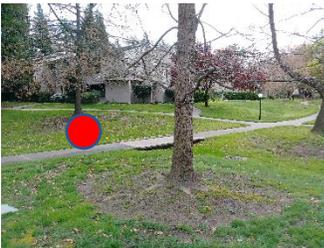
<-----North of 814 Elmhurst Circle. At  
end of Commons Drive, facing North.



<---South of 2241 Swarthmore Drive --->  
At Swarthmore Cul-De-Sac, facing  
redwoods.



<-----East of 1533 University Ave---->  
Under redwoods, facing East.  
(Pictured Right is view from levee)



<-----North of 1111 Commons Drive  
Facing West. Left side of foot bridge.

# TREE WORK PROPOSAL



A DIVISION OF  
CARSON LANDSCAPE INDUSTRIES

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

**DATE:** 03/22/2019

**JOB:** Vendor Code: GRTOT  
210 Elmhurst Cir.  
Sacramento, CA 95825

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

**Description of Work:**

Tree Species	Location	Qty	Service Description	Price
Liquidambar	Front Yard	1	<b>Tree Removal</b> Tree Removal leaving stump 2-3" above grade - Tree in Front Yard near Patio	<b>\$960.00</b>
Stump(s)	Front Yard	1	<b>Stump Grinding</b> Grind stump 6-12" below grade and up to a 6" radius of the root flair, leaving grinding residue in holes and raking to match existing grade  -Stump grinding machine cannot operate within 1 ft. of any utility, sidewalk or permanent structure -Contractor is not financially responsible for damages to irrigation system or underground utilities during stump grinding -Price is subject to change based on underground utility location -Additional pricing available for grinding of surface roots upon request  <i>Note: Fence will need to be removed for the stump grind to be fully ground out</i>	<b>\$550.00</b>
<b>CONTRACT PRICE</b>				<b>\$1,510.00</b>

**NOTES**

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

Client/Owner: \_\_\_\_\_

# TREE WORK PROPOSAL



A DIVISION OF  
**CARSON LANDSCAPE INDUSTRIES**

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

## **TERMS AND CONDITIONS:**

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

## **CONTRACTOR:**

### **The Grove Total Tree Care**

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

By: Paul Dubois  
Name: Paul Dubois  
Title: Account Manager  
Date: Friday, March 22, 2019

## **CLIENT / OWNER**

### **The Nepenthe Assoc. c/o First Service Residential**

Bettsi Ledesma  
PO Box 62499  
Irvine, CA 92602-6083  
(916) 929-8380  
Email: Bettsi.Ledesma@fsresidential.com;

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Client/Owner: \_\_\_\_\_

# TREE WORK PROPOSAL



A DIVISION OF  
CARSON LANDSCAPE INDUSTRIES

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

## **Addendum 1**

### **General Terms and Conditions**

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

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

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

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

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

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

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

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

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

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

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

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

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

Client/Owner: \_\_\_\_\_

# Tree Work Proposal



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

**DATE: 3/19/2019**

**RE:** Tree Work Proposal – from Arborist Report dated 3/15/2019  
Nepenthe Association  
Sacramento

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

Item and Figure #	Tree Species	Location	Qty	Service Description	Price
(1) Figure 1 & 2	Pear	Zone (2) Tree #384 1304 Commons Dr.	1	Tree Removal and Stump Grinding	\$765.00
(2) Figure 3	Redwood	Zone (2) No Tag 1300 Commons Dr.	1	Safari Drench to counter insects	\$250.00
(3) Figure 4 & 5	White Birch	Zone (2) Tree #404 2261 Swarthmore Dr.	1	Tree Removal and Stump Grinding	\$765.00
(4) Figure 6	Redbud	Zone (2) Tree #238 2245 Swarthmore Dr.	1	Structural Pruning	\$80.00
(5) Figure 7 & 8	Redwoods	Zone (2) Trees #454, 453 2245 Swarthmore Dr.	2	Selective Reduction of Co-Dominant Tops	\$1,920.00
(6) Figure 9	White Birch	Zone (2) Tree #452 2245 Swarthmore Dr.	1	Tree Removal and Stump Grinding	\$365.00
(7) Figure 10	Maple	Zone (2) No Tag 2241 Swarthmore Dr.	1	Structural Pruning	\$80.00
(8) Figure 11	Sweetgum	Zone (2) Tree #424 2241 Swarthmore Dr.	1	Weight Reduction Pruning	\$960.00
(9) Figure 12 & 13	Redwood	Zone (2) Tree #965 Island in Swarthmore Dr.	1	Tree Removal leaving Stump at Grade	\$480.00
(10) Figure 14 & 15	Crape Myrtle	Zone (2) Tree #435 2247 Swarthmore Dr.	1	Tree Removal and Stump Grinding	\$365.00
(11) Figure 16 & 17	White Birch	Zone (2) Tree #421 2277 Swarthmore Dr.	1	Tree Removal and Stump Grinding (after nesting season)	\$765.00
(12) Figure 18	Trident Maple	Zone (2) Tree #417 2271 Swarthmore Dr.	1	Structural Pruning	\$80.00
(13) Figure 21	Chinese Elm	Zone (2) Tree #518 2280 Swarthmore Dr.	1	Full Prune of Trees Canopy	\$960.00
(14) Figure 22	Willow Oak	Zone (2) Tree #515 1336 Commons Dr.	1	Structural Pruning	\$480.00
(15) Figure 23	Maple	Zone (2) No Tag 1336 Commons Dr.	1	Structural Pruning	\$80.00
(16) Figure 24	Deodar Cedar	Zone (2) Tree #642 1146 Vanderbilt Wy.	1	Weight Reduction Pruning	\$960.00
(17) Figure 25	Chinese Hackberry	Zone (2) Trees #657-59 1026 Vanderbilt Wy.	3	Weight Reduction Pruning	\$1,885.00
(18) Figure 26 & 27	White Birch	Zone (2) Tree #452 2244 Swarthmore Dr.	1	Tree Removal and Stump Grinding	\$765.00

Client/Owner: \_\_\_\_\_

(19) Figure 28	London Plane	Zone (2) No Tag 2246 Swarthmore Dr.	1	Structural Pruning	\$80.00
<b>PERMITS:</b>					<b>\$200.00</b>
<b>TOTAL:</b>					<b>\$12,285.00</b>

**NOTES**

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

**TERMS AND CONDITIONS:**

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

**CONTRACTOR:**

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

**CLIENT/OWNER:**

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

By: <u>Paul Dubois (by CR)</u>	By: _____
Name: <u>Paul Dubois</u>	Name: _____
Title: <u>Account Manager/Arborist</u>	Title: _____
Date: <u>3/19/2019</u>	Date: _____

Client/Owner: \_\_\_\_\_

## Addendum 1

### General Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

Client/Owner: \_\_\_\_\_



# Nepenthe Association

## **DRAFT Fine Schedule**

Adopted by the Board of Directors March 2, 2016

1. Violations related to Architectural Rules as set forth in CC&Rs, Article IV [Requirement for Member's Prior Application and Approval Before making certain improvements].
  - a. An owner making an improvement to their property requiring prior application to the Architectural Review Committee (herein "ARC") and approval of the Board of Directors who fails to apply for and acquire such approval prior to construction may be assessed a fine up to \$100.00 per occurrence.
  - b. An owner making an improvement to their property requiring prior application to the ARC and approval of the Board who fails to apply for and obtain approval of the Board of Directors and who fails to obtain subsequent approval of the Board for such improvement may be required to remove or remedy the noncomplying improvement, pay legal costs of any proceeding brought and fined a sum reasonably related to the cost of obtaining member's compliance.
2. Nuisance violations, including those involving excessive noise, vehicles, pets, trash and yard waste may be assessed a fine of a minimum of \$10050/day up to a maximum of \$1,000 for the first offense and a minimum of \$10050 per day of violation up to a maximum for \$1,000 for repeated, similar offenses.

### **CC&R References:**

- Section 3.3 states rules regarding parking, Section 3.4 for household pets and animals, Section 3.6 for garbage and trash, and Section 3.12 for offensive conduct, nuisance, obstructions, hazards and drilling.
- Section 3.20 addresses the enforcement of property use restrictions.
- Article IV, ARCHITECTURAL REVIEW AND APPROVAL gives examples of owner improvements that require the approval of the Architectural Review Committee (ARC), what the owner must furnish with their application, how the ARC operates, rules governing proceeding with the work, inspecting the completed work, emergency improvements and the appeals process available to owners if they do not receive ARC approval.
- Section 4.12 describes remedies the Association has in cases in which an owner undertakes improvements not authorized or approved by the ARC and Board.

- Section 5.3 allows the Association to recover the costs of certain repairs and maintenance.
- Section 8.4 describes actions the Association can take to enforce the CC&Rs via fines and otherwise.
- Section 16.6(b) gives the Board the authority to implement a schedule of fines.
- Section 16.6(f) provides for a hearing when an owner receives a penalty or suspension of his or her rights under the CC&Rs.