



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

May 1st, 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 May 1st, 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 5-7**
- b. Finance Committee **Pages 8-9**
- c. Grounds Committee..... **Pages 10-13**
- d. Insurance, Legal and Safety Committee..... **Pages 14-15**
- e. Outreach Committee..... **Page 16**

- IV. **MANAGEMENT REPORT** **Pages #26**
 - a. Report..... Pages 17-21
 - b. Manager’s Reserve Report..... Separate Packet
 - c. April Nepenthe NewsPages 22-31
 - d. 2019 Master CalendarPages 32-37
 - e. Coast April Report SheetsPages 38-42

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 C as presented.

Begin Consent Calendar

- a. **Approval of Minutes April 3rd, 2019 Open Session Minutes** **Pages 44-48**
Proposed Resolution: The Open Session minutes dated April 3rd, 2019 are approved as presented.

- b. **Financial Statement: March 2019****Separate Packet**
Proposed Resolution: The Board accepts the March 2019 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a negative year to date variance of (\$12,887) and reserve funding of \$541,870 compared to the reserve funding budget of \$527,973. The reserves are funded through March 2019. The Association has \$312,995 in operating funds, which represents 1.4 months of budgeted expenses and reserve contributions. The Association has \$7,404,003 in reserve funds. Please see the Management Report for more information.

- c. **Architectural Applications**

The Architectural Review Committee met on April 9th, 2019 to review the application listed below. The application is in a binder on the directors' table.

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

| | <i>Address</i> | <i>Application for</i> | <i>Recommendation</i> |
|----------|-----------------------|--------------------------------|-----------------------|
| 1 | 410 Elmhurst Circle | Security Screens / Patio Doors | Approval |
| 2 | 1333 Commons Drive | Awning / Shade Structure | Approval |
| 3 | 1403 Commons Drive | Outbuilding / Shed (Sauna) | Approval |
| 4 | 1103 Dunbarton Circle | Window Replacement | Approval |
| 5 | 1182 Vanderbilt Way | Emergency HVAC Replacement | Approval |

| |
|-----------------------------|
| <i>End Consent Calendar</i> |
|-----------------------------|

VIII. NEW BUSINESS

a. **Parking Variance Request – 715 Dunbarton Circle..... Pages 49-50**

The owner at 715 Dunbarton Circle has submitted the enclosed request to the Board of Directors requesting a variance from Article III, Section 3.3(b) of the Nephenthe Third Restated and Amended CC&Rs which states that residents shall not park in areas designated for guest parking, in this case on the private street, Dunbarton Circle.

The CC&Rs state that before the Board can consider granting a variance from any of the Association's use restrictions as described in Article III, they must post a general notice and, in addition, provide notice to the owners living within 100 feet of the requesting homeowner.

To grant such a variance, the directors must make a good faith written determination that the variance is consistent with one or more of the following criteria:

1. The requested variance will not constitute a material deviation from any restriction contained herein or that the proposal allows the objectives of the violated requirements to be substantially achieved despite noncompliance; or
2. That the variance relates to a required land use restriction or minimum construction standard otherwise applicable hereunder that is unnecessary or burdensome under the circumstances; or
3. That the variance, if granted, will not result in a nuisance to or be a material detriment to any other Lot or Common Area within the Development.

Neighboring owners have the right to submit comments to the Board of Directors in writing prior to the date set for considering this matter. The enclosed notice was mailed to all owners within 100 feet of 715 Dunbarton on March 20th.

Action required: Discussion and resolution

Proposed resolution: The Board grants/denies the variance request for the following reason: _____.

b. Review Tree Care Proposal from The Grove Total Tree Care..... Pages 51-53

On April 1st, Paul Dubois from The Grove Total Tree Care walked Zone 3 with management, Coast and Grounds Committee members. Various maintenance items were noted and seven trees are recommended for removal. The Grounds Committee has requested to postpone item #7, the removal of three Liquidambar trees near 409 Dunbarton.

Action required: Board discussion and possible resolution

Proposed resolution: The Board approves the proposal from The Grove Total Tree Care, minus the three liquidambar trees noted on item seven, in the amount of \$11,170 payable from Reserve GL N23282 for Trees which has a remaining allocation for 2019 of \$43,991.

IX. HOMEOWNER COMMENTS

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

XI. ADJOURN

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, April 9, 2019 at 5:30 pm in Clubhouse

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

Members absent: Joel Weeden.

Present: Bettisi Ledesma, General Manager; Sarah Lowrey, Assistant Manager; Jan Summers, Nepenthe Board Liaison.

Meeting was convened at 5:35 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. **410 Elmhurst Circle** – Aftermarket security screen doors for patio sliders: (This is the first request for this type of product to be installed in Nepenthe: see full discussion on p. 3.) In this 4400 Model, install on downstairs bedroom and kitchen patio sliding doors Vista/CRL “Security Screen” Single/Double Sliding Patio Door model in color “Bronze.” The contractor is to be A to Z Screens. The exterior color of the frames will be Bronze and the screens a dark charcoal. **Approval Recommended.**
2. **1333 Commons Drive** – Shade Structure / Awning: In this 2300 model, a retractable, motorized awning is requested over the entrance patio area within the fenced-in backyard area. Installation of a “Bella Plus” motorized, retractable awning, 14’ 6” x 11’ 9” projection. Sunbrella Fabric “Aspen” is a solid tan color and is close to the shade of paint on the exterior and meets criteria. Contractor is to be Goodwin-Cole. **Approval Recommended.**
3. **1403 Commons Drive** – Outbuilding or shed (Sauna): In this 2200 model, a non-attached, moveable sauna is requested within the fenced yard abutting the alley. Construction of a 4’ x 4’ x 6.5’ Finlandia pre-cut sauna with western cedar exterior and interior, and single door with window, no other windows, and electric stove and without plumbing or waste water drain. The modified design, at 6.5’ high, will rise above the 6-ft backyard fence only 5 inches. The ARC is in favor of an abeyance to the Architectural Criteria’s height restrictions for outbuildings, in this case. Also, the applicants have obtained the approval of and signatures of eight neighbors who live on the common driveway. **Approval Recommended.**

4. **1103 Dunbarton Circle** – Windows replacement in this 4400 Model: The front-facing window in the second-story master bedroom to be replaced with an Anlin Window Systems vinyl-framed dual-paned series sliding window), in a replacement retrofit installation. Exterior color to be Anlin’s “Bronze.” No change in window configuration. Contractor is Hawkins Exteriors.
Approval Recommended.

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

5. **1182 Vanderbilt Way** – HVAC replacement in this 7000F model: install new Lennox split system heat pump with Trane Air Handler Model TEM6A0C42H4 and Trane XR split system heat pump compressor Model 4TRW6042. The existing refrigerant line set within the walls will be reused and the compressor is to remain in the same location. The contractor is Sierra Pacific. **Emergency Approval Granted on April 3, 2019.**

B.3. Homeowner Requests Not Approved: none.

C. Approval of Minutes: done via email.

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

F. Old Business: As part of the 2019 Projects, new front door paint colors had been proposed and accepted:

This committee had approved earlier the eight (8) new color samples of Behr paint (available from Home Depot). Steve Farrar reported on his visiting Dunn-Edwards and finding that the 8 new shades are available from this supplier, which is Nepenthe’s preferred supplier and which offers a discounted price to Nepenthe residents. Management will now incorporate the new paint colors and make them available to residents.

G. New Business: none.

H. Meeting adjourned at 6:22 pm.

I. Next meeting. Next regular meeting on Tuesday, May 14, 2019, at 5:30 pm in the Clubhouse.

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

Re 410 Elmhurst Circle's application for security window screens

This is a product new to the A.R.C. and Nepenthe – an specially strong and secure aftermarket window screen and frame.

This residence is shortly to receive new windows. But for a child's bedroom "window" which is actually a sliding patio door, greater security than a conventional window manufacturer's sliding screen door can provide is sought.

(This product line has recently been purchased so the manufacturer's name is changing.)

"CRL Security Screen Systems" (of C.R.Laurence Co., Inc.) is now owned by Vista (<http://vistasecurityscreens.com/>). It is requested that two patio sliding doors be fitted with CRL "Security Screen" Single/Double Sliding Patio Door model in color "Bronze," doors in the den (now converted into a bedroom) which has a three-panel slider and the kitchen which has a two-panel slider. (The homeowner may ultimately choose not to replace the slider in the kitchen.) The screen's frame is described as a "heavy extruded aluminum frame size is 1" x 3 3/8".

The screen material is described as "certified 316 marine grade high-tensile stainless steel black powder coated security mesh," so its color would be charcoal to black.

Visibility from a common area is minimal: over the top of the backyard fence only the uppermost portion of this security screen system's framing could be seen, and because it will be in the Criteria-meeting bronze color, it will not seem so noticeably different from a conventional window screen.

The two sliding doors have previously been approved to be replaced using Simonton 7300 Daylight Max vinyl-framed sliding doors by contractor C.E.C.S. We understand that C.E.C.S. will reuse the original wooden trim pieces around these sliding doors. The Vista "Security Screen" product's mounting apparatus will be attached to these wooden trim pieces. The security screens will probably project farther than the depth of these trim pieces.

Finance Committee Minutes

April 18, 2019

Bettsi's Office

9:00 am

Attendees: Joan Haradon, Chair; Will Vizzard, Member; Susan Timmer, Member; Bettsi Ledesma, General Manager; Christina George, Treasurer.

Guests: Jim Shaw, Don Landsittel

Approved 3/18/2019 minutes.

I. **OLD BUSINESS**

A. **General Manager's report on outstanding issues with Financial Reports**

Operations Budget Report:

1. County Sewer Expense - Nepenthe will be billed 6X/year at \$122 for an annual total of \$732. \$122 needs to be recoded from Water GL15106 to GL15104.
2. Payroll Processing Fee - Recoded from GL19124 to GL17209. Should appear as journal entry in the April financial reports.
3. Pending Utility expense - \$2,469 is a SMUD expense. Bettsi requested an invoice to submit to A/P for processing.
4. Flood Accrual. Bettsi will follow up with Ryan DeShong re: moving policy date to the first quarter of year.

B. **Recruitment New Members.** Jim Shaw attended meeting as a potential member.

II. **NEW BUSINESS**

A. **2020 Budget Process.** Joan will update draft of Reserve Budget process to reflect changes discussed. Joan and Bettsi will meet to fill in details of Operations Budget Process.

On April 24th, the Finance Chair will be included in a preliminary meeting with reserve analyst, Board President, and Treasurer to discuss 2020 Reserve budget/allocations based on the work performed during the current fiscal year and what will be needed for the coming year.

B. **Review of March Financial Reports.** No issues identified.

C. **Reserve Tracking Report.**

1. Recommend that Landscape Committee discuss the reallocation of funds from/ to Plantings and Irrigation.

D. **Treasurer's report on pending reserve expenses.**

1. **Fencing Repairs:** Christina advised that the Board has asked Management to obtain 3 bids for the list of repairs submitted by homeowners. She is also discussing with Board President Loge and Management the need to establish a policy/criteria for determining the need and priority of each work order.

Finance Committee Minutes

April 18, 2019

Bettsi's Office

9:00 am

2. **Roofing Repairs:** Repairs have been completed for Zone 1. Zone 2 repairs are ongoing. The Board will approve future 2019 roof repairs as they occur per zone.
 3. **Large \$\$ Proposals.** Christina has identified a need for including the Board President, Treasurer and Finance Committee in meetings where large expenditures for work is being discussed for the current year. This would provide another level of budgetary overview. She will discuss with Board President Loge for future large expenses.
- III. **May Finance Meeting.** There will be no meeting in May.

Nepenthe Grounds Committee Meeting
April 18, 2019 3:00PM
Nepenthe Clubhouse

Present were:

Don Landsittel, Committee Co-Chair
Bettsi Ledesma, General Manager
Joan Barrett, Secretary
Diane Luttrell, Zone 1
Valerie Layne, Zone 2
Yvonne del Biaggio, Zone 3
Kay Chmielewski, Zone 4
Pam Sechrist, Zone 5
Solveig Toft, Zone 7

Linda Cook, Board Liaison
Juliana Brown, Coast Site Manager
Marty Henderson, Irrigation

Diane Durawa, Zone 2
Liza Tafoya, Zone 3
Iris Bettencourt, Zone 4
Kathy Waugh, Zone 6

Not present:

Ron Holehouse, Zone 1

Joleen Hecht, Zone 3

Guests:

Carol Duke, homeowner

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

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

Irrigation

Marty announced that Zones 1 and 2 have been approved for irrigation reimbursement by the City of Sacramento but the work on Zone 1 will be paid for in the next fiscal year for the City. Coast bid \$86,000.00 for their work in Zone 2 but negotiations brought that figure to not to exceed \$70,000.00.

The Swarthmore View did not include drip irrigation but the City approved turf replacement of 1,750 square feet at \$1.00 per square foot which made converting to drip a good choice for the Association.. Coast's bid of not to exceed \$2,500.00 will work because the Association's out of pocket costs for the conversion will only be \$800 after the rebate from the City.

Don said that the Swarthmore View was done as a combination of irrigation systems, Netafim and drip emitters on each plant. **Marty** questioned the efficiency of the emitters and **Juliana** replied that these were most effective on shrubs. **Marty** also asked about drip systems in Zone 4 for the future View site where trees have been removed. **Juliana** replied that Coast would be paying close attention to the watering in the following weeks due to the warranties provided by Coast. **Liza** asked **Juliana** if emitters were always called for with new plantings and said that it was offensive to say that plants were planted inappropriately in the past because in some cases, the previous plants may have been perfectly placed but for one reason or another were

replaced by another that didn't benefit or missed the watering area. (Plants were planted by GP in locations that no watering was available. Don L comment)

Views/Renovations

Juliana said that the work on Swarthmore View should be finished by April 19th with the installation of bark. She continued that the Zone 6 plantings should be accomplished by next week and that the proposals for Zones 4 and 5 are planned.

Don said that the Board of Directors (hereafter BOD) wants to approve proposals so pricing proposals have to be submitted for BOD consideration. **Marty** said that he would like the Committee to see examples of the proposal before submitting anything to the BOD. This will be done in the future. For the short term, because of the new process required by the BOD, proposals may be reviewed by **Bettsi** and **Don** and then go directly to the BOD.

Diane Durawa made a motion to accept Zone 4 proposal for the next view by the Cabana on Dunbarton as it is a highly visible area. **Pam** seconded the motion, the motion carried.

Don said that he would like to get a proposal with figures for the Zone 4 View so the Committee could review these before submitting to the BOD. **Linda** said that the May 22nd general meeting would allow time for the issue to be addressed.

Liza asked if it would be appropriate for the Committee to get outside bids for the work outside of Coast's contract. **Don** and **Bettsi** said it would not because of warranty issues and the proposals were limited by the price list within Coast's contract. **Don** said this was not going to happen (getting multiple remediation/view bids) at this time as the process is the same as it has been for many years, including GP's contract, and if changes were to be made it would have to become a new process including contract considerations.

Coast Report

Juliana reported that weed abatement is the current priority and explained ivy care and the two foot maintenance of tree wells. **Don** asked about the status of the end of day checks to be sure that all that was gathered during the day is collected by the end of the day. He noted that he and **Bettsi** met with **Juliana** weekly to discuss general maintenance.

Diane Durawa said that there was a fire hydrant in the alley knocked askew by one of Coast's vehicles three weeks ago. She reported that to the office and was told by Sarah to call the County which she attempted but gave up with a twenty minute wait to reach someone there. **Linda** questioned whether it was a Coast vehicle and **Diane** said that there was a witness to the incident. **Juliana** said that she would check on that. **Don** said it was troubling that there was a non-operational fire hydrant there.

Tree Report

Paul was unable to attend the meeting so **Bettsi** gave his the tree report and projected the photos and comments **Paul** had made in his report. Of immediate concern were three Liquidambar trees on the berm between Nepenthe and Howe Avenue that were struggling, **Paul** recommended removal and replacement due to the concerns of nearby residents for noise and privacy issues. **Valerie** made a motion to address these trees as a priority and **Diane Durawa** seconded the motion. The motion carried.

New Tree Planting Plan

Valerie, Don and **Juliana** created a Policy and Practices document that outlines the procedures that should be followed to protect and enhance our urban forest environment. The Committee members are asked to read and comment on this in the next couple of months. **Don** also introduced the Nepenthe Tree Inventory Monitoring to track our common goal of replacing the trees that have been removed. He also included a form that will track Remediation after tree removal as a first draft to further track the efforts to keep the environment robust. When a tree is removed Coast will provide a Proposal for remediation of the immediate area ASAP.

Discussion regarding what homeowners can and cannot do with common spaces

A lengthy discussion of how to deal with homeowners who plant items in common areas ensued with many viewpoints and anecdotal comments regarding these situations. **Marty** made a motion addressing specifically the property at 615 Dunbarton which has repeatedly ignored requests and fines to cease introducing plants to the common area by sending a letter to the homeowner with a deadline for removal of 30 days. **Valerie** seconded the motion, the motion passed. This action is to be a beginning to more enforcement regarding homeowner plantings.

Marty made a motion that the Grounds Committee send a letter to the property owner at 615 Dunbarton allowing 30 days to rectify inappropriate planting. **Valerie** seconded the motion. The motion passed.

Recommendation for Board Action

Valerie made a motion that we accept the Grove Tree Work Proposal of 4-12-2019 recommendations of the tree report with the exception of Item #7, removing Tree #846, #847 and #848 on the Howe Avenue berm, delaying this item for later discussion and decision. **Diane Durawa** seconded the motion. The motion passed.

Zone Stewards

There were no additional comments or questions from the stewards.

The meeting was adjourned at 5:09PM

Respectfully submitted,
Joan Barrett, Secretary

Edits by,
Donald Landsittel, Co-Chair

Next Zone Walk, Zone 4, Friday, April 26, 2019

Next Tree Walk, Zone 4, Monday, May 6th, 2019

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

MINUTES

ILSC

April 9, 2019
Nepenthe Library

IN ATTENDANCE:

Nancy Arndorfer, Chair
Jerry Dunn
Greg Beale
Melissa Currier

Bill Olmsted
Steve Huffman, Board Liaison
Rodney Riepenhoff, Guest

Nancy called the meeting to order at 5:00 PM in Bettsi's office. Until 6:15 the initial draft of our emergency preparedness plan was discussed in detail with Mr. Riepenhoff, the FirstService engineer who had prepared the document. We went over it page by page making additions, corrections and adding ideas.

The balance of the meeting was in the library with just Steve and the committee members where we discussed in detail a follow up to the March meetings discussion on the proposed changes to the committee charter and Standards and Practices, especially as they pertain to insurance brokerage matters. The committee had made strong recommendations to the Board in the March minutes, and Steve had presented us with a rebuttal to our objections. The members again unanimously opposed any of the proposed changes and Steve's rebuttal points.

Initially, all members believe there is no reason for changes at all. To make the changes as two Board members propose would almost eliminate the need for the committee. The question is raised as to how many Board members have the expertise and decades of experience in the areas of law, insurance and public safety as do the committee members which is why they are on the committee in the first place. The ILSC exists to advise the Board on these matters. The committee makes well researched recommendations independent of management and Board pressure eliminating any potential for possible conflicts of interest. A Board member should not have the ability to solicit bids and also approve them for any services as this is a conflict of interest. Further, committee members with decades of experience in their fields have many years of relationships with outside agencies, especially in the areas of insurance and public safety. These good contacts of long standing are often called upon for information to assist the committee, and to forbid that is totally counter-productive and just not smart nor a good business practice.

Currently insurance brokers/agents are required to have a local office in Sacramento. The new proposals would eliminate this requirement and only require a broker to have local claims adjustment capability. Brokers do not settle claims. This is done by insurance carriers (companies). Brokers save money for their clients while claims adjusters save money for the carriers. The best practice is to try and avoid getting claims people

involved in the first place and that comes from working with a local agent or broker with whom you have a history and confidence. A broker located hundreds of miles away would not be nearly as available for response and liaison, if at all, as a local one. Having local representation is crucial.

Given the current date and the fact that a new Board will be elected within the next month, the committee strongly recommends no further pursuit of this matter be undertaken by the current Board given the soon-to-be end of their tenure, and let the new Board re-visit the matter if they deem it appropriate.

Steve left the meeting before the discussion was finished, and the meeting was finally adjourned at 7:10 PM.

Submitted by Wm Olmsted

The next Board meeting will be on 5/1/19, and the next ILSC meeting on 5/14/19.

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OUTREACH COMMITTEE MINUTES
APRIL 23, 2019

The meeting was called to order at 4:00 p.m. by Chairman Schaffer.

Present were Valerie Weinberg, Karen Van Maren, Anne Conway and Board liaison Linda Cook. Community Manager Bettsi Ledesma was present also.

The status of the committee chair for the new year was discussed and there was no firm decision made by Anne Conway at this time. The topic will once again be raised at the next meeting

The Cinco de Mayo Party to be held on Sunday, May 5th from 5:00 pm to 7:00 pm was the second item on the agenda. After research to find a reasonable caterer for the event failed to bring forth any candidates, it was decided that finger food would be purchased at Costco by Anne Conway and Sarah Lowrey. A Margarita bar will be set up in the kitchen and the tequila and the mix are already available at Nepenthe. Karen has completed the shopping for paper products as well as a sign and all items will be kept in the storage locker at Nepenthe. Spanish guitar music will be provided by Steve Brooks. The charge for the event will be \$10.00 and it is hoped that this will be a fund-raising event for the Outreach Committee.

A previously-suggested event was for Memorial Day, but it was considered to be too close to the Cinco de Mayo Party and Campus Commons holds one each year which can draw people away from one we might hold.

The Rivercats baseball game will be on 6/2/19 and parking will be provided free for any cars with 4 or more people. Nepenthe staff will publicize the event in the April and May Nepenthe News.

The meeting was adjourned at 5:00 am after a reminder that committee members needed to arrive on the 5th of May at around 3:00 pm in order to help set up chairs and other activities. Chairman Charles will pick up the necessary keys on Saturday and make sure that the Margarita Man will be able to deliver the machine and the ingredients can be added on Saturday by a committee member.



Nepenthe Association

Management Report – May 1st, 2019

1 COMMUNICATION

1.1 **THE NEPENTHE NEWS WAS LAST PUBLISHED ON APRIL 5TH, 2019. THE NEXT NEWSLETTER WILL BE PUBLISHED ON MAY 3RD, 2019. TOPICS TO BE COVERED ARE:**

- Manager’s Report
- President’s Letter
- Cash Flow Report
- Landscape / Remediation / Renovation Update
- Contracts awarded at May 1 Executive session
- Election update / Annual Meeting
- Cinco De Mayo Party / Upcoming Summer Events -Outreach
- Pool/Spa Re-plastering

1.2 **WEBSITE:**

- Calendar is up to date and complete.
- Announcements scroll received most recent update on 4/26/19.

2 ADMINISTRATION

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 **“Info Box” Installations** – In March, the FirstService Management team 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. One additional “Info Box” was also installed at the Pet Station in front of the Commons Drive tennis courts.

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

2.1.4 **Committee Meeting attendance-**

GM Bettsi Ledesma attended the Tree Walk on April 1

ACM Sarah Lowrey attended the Architectural Review Committee Meeting on April 9

GM Bettsi Ledesma also attended the Architectural Review Committee Meeting on April 9

GM Bettsi Ledesma attended Landscape Operations Meetings on April 2, 9, 16 & 23.

GM Bettsi Ledesma attended grounds Zone Walks on April 5 & 26

GM Bettsi Ledesma attended the Finance Committee meeting on April 18
GM Bettsi Ledesma attended the Grounds Committee meeting on April 19
GM Bettsi Ledesma attended the Outreach Committee meeting on April 23
GM Bettsi Ledesma attended one additional finance meeting with the Board President, Board Treasurer, Finance Committee Chair and reserve analyst Bob Browning on April 24.
ACM Sarah Lowrey attended one addition meeting with Outreach Committee Member to discuss upcoming event on April 26

- 2.1.5 **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

- 3.1.1 **Fencing Repairs** – Management has received a scope of work and a bid from James E. Williams Construction 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.

At the April Executive Session, the Board made the decision to go out to bid for this work. The other bids are currently being collected and the findings will be presented to the Board at the June Executive Session for final approval, along with their proposals.

- 3.1.2 **Roof Repairs** –Roof inspections and repairs began March 1st, per zone, starting with Zone 1. 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 were reviewed again at the April Executive Session. Zone 2 Roof Inspections and repairs were approved at that time and are due to commence in Zone 2 on May 1st.
- 3.1.3 **Gutter Cleanings** – Randy Ross Cleaning Services has completed the first of the 2019 annual roof and gutter cleanings. He is currently in the process of completing the second round of cleanings for zones 3 and 7. Second cleanings were expected to be complete as of April 30th, however, due to an unexpected health emergency the remaining homes are now expected to be complete by the end of May depending on Randy Ross’s health. More information on the time line of completion will be forthcoming.
- 3.1.4 **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 27th and the findings have not yet been received.
- 3.1.5 **Concrete Repairs 701 & 806 Elmhurst Cir** – Approved concrete work for the mentioned locations was completed as of April 19th.

- 3.1.6 **Pool / Spa Re-Plastering** –At the February Executive Session Board Meeting, the Board approved two proposals from Geremia Pools for the re-plastering of the clubhouse Lap Pool as well as the Dunbarton Spa.

The Lap Pool re-plastering will be scheduled for later this year after the pool/swimming season is over which is expected to be around October 1st, 2019. However, the Dunbarton Spa will need to have the re-plastering done much sooner than that due to the time restrictions of an additional repair to the spa drain, which will need to be done after the new plaster is laid down. The drain and cover must be brought up to code (for size requirements), before our next safety inspection by the County of Sacramento. Dunbarton Spa will be closed from approximately May 15th – June 7th for this repair to take pace.

- 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 9 rentals in the month of April. Of which, there are 4 Dunbarton Cabana rentals and 5 clubhouse rentals.

4 GROUNDNS

4.1 LANDSCAPE

- 4.1.1 **“Swarthmore View”** renovation plan began early April for demolition, re-grading and the dry creek installation. Plantings and irrigation have been installed and the project is now complete.
- 4.1.2 **Zone 6 Renovation-** At the April Executive Session meeting, the Board approved the proposal from Coast Landscape in the amount of \$3,720 for the landscape renovation near 316-318 Elmhurst Circle. The renovation is expected to be complete by the end of May 2019 in conjunction with the Zone 6 remediations.
- 4.1.3 **Subterranean Drip Conversion Project-** Commencement of Netafim conversion for Zone 2 began in April.
- 4.1.4 **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 approved at the April 3 Executive Session. New plantings in Zone 6 have commenced as well as the flagging of plant locations in Zone 5. Plantings for Zone 6 are expected to be complete by the end of May.

- 4.1.5 **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 April Weekly and Monthly Report Sheets from Coast are attached to this report.
- 4.1.6 **Weekly Zone Walks**- Management, Grounds Chair, Zone Steward and Coast Landscapes Project Manager, Juliana Brown meet once a week to provide contract oversight to calendar contract work, homeowner concerns, irrigation upgrades and to monitor ongoing projects. A record of each walk and the work approved is in a binder in the library for homeowner review

4.2 TREE MAINTENANCE

- 4.2.1 **Tree Walks** –On April 1st, Paul Dubois from The Grove Total Tree Care walked Zone 3 with management, Coast and Grounds Committee members. Various maintenance items were noted and 7 trees are recommended for removal. Grounds Committee has requested to postpone the removal of 3 Liquidambar trees near 409 Dunbarton. Minutes to be reviewed during Open Session. Board is expected to approve the work in the May 1st Open Session, minus the 3 Liquid Ambar trees. 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 and Spring months. All pruning for each zone is now complete.
- 4.2.3 **Fruit Reduction Spraying 2019** began in March. All Plum trees were treated early March and liquidambar are completed as of Mid- April.

5 PERSONNEL

- 5.1.1 **Staff Changes**
Management to conduct interviews to fill the open position. No applications received up to this point.

6 FINANCIAL

- 6.1 **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.
- 6.2 **MARCH 2019 FINANCIALS**
The March financials are provided under separate packet for review. Management has prepared further reports that are enclosed in this packet.

7 GOVERNANCE

7.1 2019 ELECTION AND BALLOTS

Ballots were mailed on April 18, 2019 and may be returned to the clubhouse in person or by mail until the Annual Meeting scheduled for 5:00 pm May 22, 2019.

7.2 PARKING ENFORCEMENT

Management continues to conduct parking enforcement throughout the community. Citations were placed on 65 cars in the month of April.

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 |
|--------------------------------------|------------------------------------------|
| 4 | Landscaping – Trim Trees |
| 1 | Architectural Application – Not Approved |
| 1 | Garage – Improper Use |
| 1 | Landscape – General Maintenance |
| 1 | Non-Compliance – Rules and Regulations |

Letter From The President



NEPENTHE NEWS

Hello fellow Nepenthians!

Spring is gradually coming albeit the rain continues its erratic appearances. The grounds are looking beautiful, thanks to Mother Nature, with a little help from our landscape contractor. The wet year has brought out fabulous tree and shrub flowers. The grass is green. Trees producing new leaves. It is worth a walk about our 55 acres just to take it all in. It really renews your appreciation to be able to live here. Yes, the summer dryness will come, but let's live in the moment.

The Finance Committee has been hard at work preparing for the upcoming 2020 budget cycle. Joan Haradon presented the Committee's approach and tasks to be undertaken in order to have 2020 budget recommendations ready for the Board by October 2019. A copy of the Chair's report is included on page 4 in this newsletter.

It's important to point out that scrutiny of

Nepenthe's reserve projections and balances will be a key part of the Finance Committee's work. Nepenthe has several critical reserve funded projects over the next few years, and "getting it right" will give us the correct answer to next year's reserve funding needs that affect monthly dues.

Several changes have been implemented in financial reports and how Nepenthe accounts for its operating budget needs, which is the second part of homeowner dues. Thanks again to the hard work of the Finance Committee, and Joan Haradon's tireless efforts, Nepenthe has much better data surrounding annual operating budget spending and trends. The Board looks forward to the Committee recommendations.

Finally, Board elections and committee appointments are coming up next month. Risking sounding like a broken record, I

(Continued on page 2)

Save the Date!

The annual **Cinco De Mayo** party will be held on May 5th from 5:00pm-8:00pm, at the Nepenthe clubhouse. There will be Mexican appetizers and snacks, Spanish guitar music, lots of laughs and best of all.....a Margarita Bar!

Ticket on sale at the office April 19th.

Residents: \$10

Guests: \$12

Interested in lending a helping hand for this event?

Email Sarah.Lowrey@fsresidential.com to see how you can help!



Inside this issue:

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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.

Your \$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.



Get yours at the office now!

Upcoming Spa Closure

At the February Executive Session Board Meeting, the Board approved two proposals from Geremia Pools for the re-plastering of the clubhouse Lap Pool as well as the Dunbarton Spa.

The Lap Pool re-plastering will be scheduled for later this year after the pool/swimming season is over which is expected to be around October 1st, 2019. However, the Dunbarton Spa will need to have the re-plastering done much sooner than that due to the time restrictions of an additional repair to the spa drain, which will need to be done after the new plaster is laid down.

The drain and cover must be brought up to code (for size requirements), before our next safety inspection by the County of Sacramento.

The County of Sacramento typically comes out for their inspection during the peak swimming and pool usage season, which of course is the middle of Summer.

As the replacement of the drain and cover would likely damage the plaster, it is wise to do so after the new plastering is complete. Unfortunately, what this means is that the Dunbarton Spa will be closed for the duration of this repair and re-plaster. **Please note your calendars: The Dunbarton Cabana Spa will be closed from approximately May 14th – June 9th, 2019.**

We certainly apologize for any inconvenience this may cause and appreciate your patience as we continue to improve the amenities at Nepenthe.

*-FirstService
Management Team*

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) or by phone at (916) 929-8380 by **April 17th**. Following is the timeline for the 2019 election:

ELECTION SCHEDULE

Friday, April 5 - Candidates' statements and pictures due to Office (included on Page 7 & 8 of this newsletter)

Wednesday, April 17 - Names of Self Nominated Board candidates due to Nepenthe Office (See Bylaws, Article IV, Section 4.6 (c) for details)

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



*President's Letter
Continued from Page 1*

can't emphasize enough the importance of voting. To help homeowners make informed choices, there is a statement from each Board candidate on pages **7 and 8** of this Newsletter. In addition, there will be a Candidates Forum on May 4th from 10-12. Don't forget to consider a committee appointment!

-Frank J Loge, Board President

February Cash Flow Report

| Sources / Uses | Operations | Reserves |
|-----------------------------------|--------------------|--------------------|
| Beginning Balance 1/1/2019 | \$252,632 | \$7,072,859 |
| Plus Income | \$587,219 | |
| Accounts Payable | \$75,021 | |
| Pending Reserve Expense | | |
| Reserve Investment Income | | \$6,715 |
| Contributions to Reserve | | \$351,982 |
| Less Operating Expenses | (\$261,851) | |
| Reserve Funding | (\$351,982) | |
| Reserve Expenditures | | (\$175,056) |
| Ending Balance 2/28/2019 | \$274,851 | \$7,256,500 |

February Budget Report

Actual year-to-date income of \$587,219 versus year-to-date budgeted income of \$599,818 produced a negative variance of \$(12,599).

Actual year-to-date operating expenses and reserve contribution of \$613,832 versus year-to-date budgeted expenses of \$599,818 produced a negative variance of (\$14,014). The two combined variances produced a negative year-to-date variance of (\$26,614).

Approved Architectural Modifications

The improvements listed below were approved by the Board of Directors on April 3rd, 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 April 9th, 2019 in the Clubhouse Lounge at 5:30pm

| Address | Application |
|-----------------------|---------------------------------------|
| 1109 Dunbarton Circle | Gas Line / Meter Installation |
| 410 Elmhurst Circle | Window / Patio Slider Replacement |
| 1083 Vanderbilt Way | Window Replacement / Installation |
| 212 Dunbarton Circle | Gas Line Installation |
| 408 Elmhurst Circle | Gas Line Installation |
| 1217 Vanderbilt Way | Shade Structure / Awning Installation |
| 324 Elmhurst Circle | Patio Hardscape Installation |
| 502 Elmhurst Circle | Screen Door Installation |

Awarded Contracts

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

- 1) Coast Landscape, Zone 6 Remediation: \$16,574
- 2) Coast Landscape, Zone 6 Enhancement View: \$3,720
- 3) Sparkling Clear Pools, 28 Cartridge Replacements for pool/spa filters: \$3,500
- 4) Red Leaf Development, Concrete Repairs: \$3,908
- 5) Elite Service Experts, Weekly power washing (Turkey "Mess" areas): \$1,191
- 6) Propp, Christiansen & Coniglia, Review, report and make recommendations for financial management practices: NTE \$11,600

The following contracts were approved in the April Open Session:

- 1) The Grove Total Tree Care, Arborists Tree Care Proposal for Zone 2: \$11,520
- 2) The Grove Total Tree Care, Tree Removal/Stump Grind Liquidambar at 210 Elmhurst Cir: \$1,510

Tree Removals (5)

- Tree #384, Pear, Near 1304 Commons Drive
- Tree #404, White Birch, Near 2261 Swarthmore Dr.
- Tree #452 & Tree #N/A, (2) White Birch, Near 2245 Swarthmore Dr.
- Tree #965, Redwood, Swarthmore Dr (island)
- Tree #435, Crepe Myrtle, Near 2247 Swarthmore Dr

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.

Letter From The General Manager

Happy Spring, Nepenthe!

Have you noticed that the Dogwood Trees are beginning to blossom and the Eastern Red Bud Trees are putting on a show for you? In between rain showers, there is no finer activity than looking at what's in bloom in Nepenthe in the springtime.

With Daniel's departure, I am finding myself more heavily involved in grounds activities and, while it adds a lot to my already full day, it is a joy to be a part of the beautiful landscape again.

To help keep you up to date on grounds activities, I invite you to check out the Grounds & Landscape Updates page at [NepentheHOA.com](https://nepenthehoa.com/grounds-landscape-information-and-updates/). If you're reading this newsletter via your email, here's a direct link: <https://nepenthehoa.com/grounds-landscape-information-and-updates/>. Sarah has done a

wonderful job of populating it with important information such as the Grounds Committee recent meeting minutes, the 2019 Arborist Reports and more. I hope you'll continue to check this important resource to keep abreast of landscape activities. Speaking of the landscape,



lately there have been some recent cases of trees sustaining some serious damage from activities undertaken by homeowners. Most of the time, these homeowners are well-intentioned, but the sad result is that the damage is costly and it is borne by ALL homeowners. Please remember that Common Area means all that area outside of your fenced patio. Common Area belongs to the Association which is funded by all homeowners. Even if part of the Common Area is adjacent to your home, it is still not yours to plant in and the trees are not under your care - they are under the care of Arborist Paul Dubois of The Grove Total Tree Care working on the Nepenthe Association's behalf.

On a lighter note, the Swarthmore enhancement project is currently in process and looks to be completed in the next two weeks or so, weather

permitting. Photos of the area as it looked this morning, ready for installation, can be seen on the Grounds Updates page of the website. Next month's newsletter will have some completed photos for us to compare to. It is great fun to see an area go from "shab" to "fab"!

Finance Chair, Joan Haradon's Report to the Board at 04/03/2019 Open Session Meeting

"Just as you need to meet with your financial planner or CPA each year to insure that you will have sufficient income to cover all your expenses, the Board of Directors has the responsibility to do the same for the Nepenthe HOA .

It's not too soon to start planning for next year's financial needs. This includes a thoughtful examination of anticipated expenditures from 2020 Reserve allocations and the Operations budget. The year-end fund balance determines the future financial viability of the association.

The current Board President and Treasurer have played a vital role in identifying potential shortcomings in our current reserve allocations, primarily in the repair/ maintenance line items. At this time, we may be underfunded unless we change our policies in how we prioritize repairs and maintenance requests. The Board President, Treasurer, HOA Manager, and Finance Chair will meet with Browning, in April, to update the reserve study's proposed allocations for 2020.

Over the next seven months a number of tasks need to be completed to develop preliminary budgets for Reserves and Operations

for Board review. A chart of the tasks, due dates, and the person responsible for completion will be developed within the next few weeks and made available to the Board.

The methodology for estimating 2020 costs will include the following: historical data (6-9 months); negotiated service contracts (there are currently 8 service contracts); percentage increases based on CPI or other indexes.

The 2020 Operations budget will be submitted to the Board by October 2, 2019, for their review and approval."

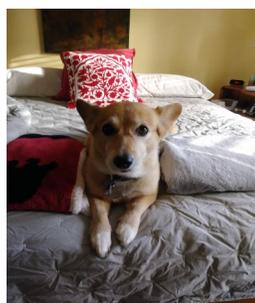
Important Dates for March

- * Nepenthe Book Club4/8 @ 3:30pm
- * Insurance, Safety and Legal
- Committee Meeting.....4/9 @ 5:00pm
- * Architectural Review
- Committee Meeting.....4/9 @ 5:30pm
- * Last Day for Board of Directors
- Self-Nominations.....4/17 @ 5:00pm
- * Grounds Committee Meeting.....4/18 @ 3:00pm
- * Finance Committee Meeting.....4/15 @ 4:00pm
- * Outreach Committee Meeting.....4/23 @ 4:00pm
- * Candidates' Forum5/4 @10:00am

Weekly at the Clubhouse

- Mondays - Yin Yoga 9:15am-10:30am
- 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)



Pets Of Nepenthe

Pictured to the left is the marvelous Meg! (posing as The Princes & the Pea). Meg and her mom Susan visit the clubhouse almost daily on their routine walk .

Outside of Nepenthe, Meg offers her therapy dog services by bringing joyful smiles to people of all ages. She has a talent for warming the hearts of neighbors and staff alike. Stop and say hi to Meg if you see her on her next walk!

Show us your furry family!
In 2019's monthly Nepenthe News we want to feature pictures of the adorable Nepenthe pets you love.

Submit your pictures to

Sarah.Lowrey@fsresidential.com

and look for your pet each month. Include the name and a fun fact if you'd like!

All pet pictures welcome; Dogs, cats, hamsters, reptiles, birds or whatever kind of pet you know and love. We want to see

Love Living at Nepenthe?

No experience is required, just a desire to be an integral part of our community and make it a great place to live. And there are so many ways to get involved!

The Nepenthe Board of Directors are seeking residents who would like to serve as Committee members. Join the Outreach Committee and help promote a sense of community by engaging residents in a variety of educational and social activities and events. If you do not wish to officially become a Committee member, the Outreach Committee can always use a helping hand with Nepenthe events. Decorating, advertising, food and drink service or prep are just a few ways you can contribute.

Have an interest in Grounds and Landscaping, Architectural Improvements, Insurance and Safety, or Finance? We would love your valuable input and participation.

Nepenthe Library

Have you visited the recently reorganized library in the Nepenthe Clubhouse? Both fiction and non-fiction hardback and paperback books are available for residents to enjoy. Resident volunteers work to maintain the library and ask that you help by following these guidelines:

Returns: Please put returned books in the white 'return box'. Volunteers re-shelve books weekly.

Donations: Please do not donate more than three books at a time. Please do not donate over-sized books, dictionaries/encyclopedias or magazines. This is a small space and volunteers have to transport excess donations to the Book Den (see below).

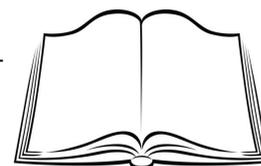
Alternative Options for Book Donations:

Any branch of the Sacramento Public Library

Local thrift stores

Friends of the Sac. Public Library Book Den (8250 Belvedere Ave, Suite E, 916-731-8493, <http://saclibfriends.org/book-den/>. Belvedere Ave. is one block south of 14th Ave., off Power Inn Rd. Hours: Wednesday, 9-12 and Friday/Saturday, 10-4.

The Book Den accepts all books, magazines, cassettes, CD's, DVD's, VHS, games, puzzles, sports cards and stamps for resale and donation to other organizations.



LIVING IN NEPENTHE: WHAT YOU NEED TO KNOW

WHAT IS COVERED?

Hopefully, you will never suffer a sudden loss, but if you do, you need to know what Nepenthe Insurance Policies will cover. The photo below is what the association's master policy will pay for- reconstruction up to this point. Everything else- the fixtures and contents will be covered under your insurance. Also, it's important to know that the insurance deductible is your responsibility. Currently, this deductible is \$10,000.

Homeowner Insurance

| |
|---------------------|
| Wall texture |
| Cabinetry |
| Appliances |
| Plumbing Fixtures |
| Flooring |
| Lighting Fixtures |
| Personal Belongings |



Missing Sacramento's Memorial Day Jazz Fest?

Mark your calendars! Join us at the Nepenthe Clubhouse on Monday evening, Memorial Day, May 27, 7:00 pm, for our Spring Jazz evening. Valerie V and Chet Chwalik will keep the music alive as we head into our summer jazz series in Campus Commons. Non residents welcome.

Join us is remembering and honoring our fallen veterans, with family and friends.

\$10 Residents

\$12 non-Residents

ALL ARE WELCOME

(Glass of wine and chocolate included)



Something New!



New "Info-Boxes" have been placed at all 3 pool facilities as well as 1 at the pet station on Commons Drive. The boxes will be used as another information resource for the community and will include newsletters, event flyers, important updates and more!

Nepenthe Insurance

| |
|--------------------|
| Building Structure |
| Plumbing |
| Electrical wiring |
| Doors and windows |
| Drywall and taping |



Come join a
NEW CLASS at the Nepenthe Clubhouse
Donation based

Stretching with Yin Yoga Mondays, 9am at the clubhouse, led by Alexandra Spitz

Join us to stretch and practice healthy movement. This is a non-impact class. Bring a yoga mat or a beach towel. All other materials are provided. Wear loose clothing that allows you to move without restriction, no shoes are necessary but you may choose to wear socks. No experience is necessary. For more information about Yin Yoga please visit contact Alexandra at aws.yinyoga@gmail.com.



Candidates' Statements

Listed alphabetically by last name



Greg Beale

"My name is Greg Beale. We moved to Nepenthe

about two years ago. The purpose of my running for the Board is to provide the experience and leadership of advising a large organization as I have done in the past.

My goals as a Director are three fold: 1. Listen and learn. 2.

Continue the work I did on the Legal Safety and Insurance Committee in the area of emergency preparedness and flood and fire emergency matters. The new reality that affects all of California requires a more vigilant and aggressive approach to structure safety and emergency preparation. 3. Work on member satisfaction that the HOA fee is fair and appropriate.

I have experience in management, having been a school administrator. I was a partner in running a multi-million dollar educational enterprise, ranging from administering building and grounds, safety and educational excellence and running a good athletic program.

I also served in the City of Redding Recreation and Parks Commission for five years, was the Chairperson and Treasurer of the Shasta County Democratic Central

Committee, was active in Sons in Retirement, was an Officer in the California Athletic Directors Association and was President of the local chapter of the Association of California School Administrators. I have served as an Assistant Principal, Principal, Asst. Supt. of Human Resources and

Superintendent. As a teacher I was a Resource Specialist in Special Education and was a teacher of Honors History and English.

I currently do Focus On Learning Accreditations for the Western Association of Schools and Colleges, going into schools and working with them to improve student achievement. I have chaired over forty WASC Accreditations.

I am no stranger to administration. I have a BA from Stanford in Political Science and MA in Government from CSU Sacramento. And I was a

letterman at Stanford in football; and yes, I bleed Cardinal.

Recently I have been teaching a seminar for Renaissance at CSI-J Sacramento on The Native American Experience.

I have always been interested in the Campus Commons/Nepenthe Experiment in a community living situation with common grounds. I believe our home is a harbinger of the future, since suburbs involve too much cost to the environment in transportation and pollution. As a Director I would work to continue the progress you all have made in this experiment in community."

Candidate Questionnaire and Answers (Optional submission)

Please relate your experience with Nepenthe committees or other Nepenthe activities.

I am currently on the Insurance, Legal and Safety Committee of Nepenthe. I am active in the Saturday Coffees and attend many of the social events.

Are you able and willing to devote 4 to 8 hours a week to association business?

Yes, I fully understand the hourly commitment to the position and am willing and able to devote the time to get the job done.

Will you provide a phone number and email address that home owners can contact? Yes, I will provide a phone number and email address.

Are you able and willing to serve as liaison to one or more committees?

Yes, If elected being the liaison to the committee I presently serve on would be a natural. I am willing to serve on any other committee as well.

Will you be able to regularly attend monthly board meetings?

Yes, I will be able to attend monthly board meetings regularly.

Will you be willing to be listed on the association financial accounts and available to sign checks and authorizations?

Yes, I am willing to be listed on financial accounts and sign checks and authorizations.

Will you be willing to respond to inquiries from homeowners?

Yes, that is one reason I'm running. My former job was listening to what we called "stakeholders" (parents who not always agreed with our assessment of their child).

What are your top three priorities for Nepenthe during the next two years?

1. Listen and learn.
2. Safety especially of fire and flood.
3. Ensure that the HOA is perceived as worth the money for the stakeholders in Nepenthe.



Frank Loge

"My wife Sherrie and I moved to Nepenthe in 1998 from

Davis. Our kids were launched, and we wanted to downsize and live in Sacramento. We had driven through Nepenthe many times and we were already in love with the beautiful community. I was near retirement with the University of California where I served for a little over 10 years as the Director of Hospital and Clinics at University of California Davis Medical Center. Prior to that time, I was the Director of Fiscal Affairs and Chief Operating Officer for UCDCM. I have served on many Boards, both local and national.

I have a BA in finance and accounting, and a graduate MBA in finance and operational management. While my formal education has been invaluable, it is the interaction with others: team building, developing common visions, and working towards collective goals that have proven to be the best skills I have had the pleasure to acquire.

Accomplishments happen with teamwork, and collective vision. As Nepenthe President, I have benefited from great Board members and committee chairs. So many good problem-solving solutions come from others.

I came on the Board in August 2017 and became President in May 2018. The Board has discussed over this period, several matters that have become important goals this year-2019. The review of Nepenthe financial management practices, which has not been done since FirstService Residential contracted with Nepenthe in 2007, and the reexamination of the contract with FirstService are two critical actions that will need extensive follow up this year. Nepenthe CC&Rs and Bylaws are also in the process of review. I would like to continue to be involved with these important undertakings.

Having Board members who can provide continuity to these endeavors over the next year is very important.

While there are ongoing concerns about parking and grounds that need to continually be addressed (I think the two most discussed issues by homeowners, including Sherrie and me), the real concern should be our fiscal management, and increasing dues. While dues increases are a reality, we must assure that the best financial information is available upon which we make dues and other fiscal decisions. Efficient daily operations are the responsibility of management. Oversight and setting organizational direction are the responsibility of the Board. I want to continue being part of this process.

Sherrie and I love Nepenthe. Helping to manage our association as part of a great team is my commitment to all homeowners."

Candidate Questionnaire and Answers (Optional submission)

Please relate your experience with Nepenthe committees or other Nepenthe activities.

In past years, I served on the Finance Committee for a brief period. Most recently I have been on the Board. For the past year, I have served as Board President.

Are you able and willing to devote 4 to 8 hours a week to association business?

Yes, I am

Will you provide a phone number and email address that home owners can contact?

Yes, I will

Are you able and willing to serve as liaison to one or more committees?

Yes, I am

Will you be able to regularly attend monthly board meetings? Yes

Will you be willing to be listed on the association financial accounts and available to sign checks and authorizations?

Yes, I am and will be available to sign checks and authorizations.

Will you be willing to respond to inquiries from homeowners? Yes

What are your top three priorities for Nepenthe during the next two years?

- a. Complete the review of Nepenthe financial internal controls and procedures
- b. Complete the review and updating of the Nepenthe management contract with First Service Residential.
- c. Bylaws and CC&R review just got underway. Important to complete this task

Candidates' Statements -Continued from page 7



Christina George

"I have been a Nepenthe homeowner since 1982. I joined the Board in 2017.

As Treasurer, I am the liaison to the Finance Committee. I have been working closely with the Committee, Management and Board President to create an awareness of the importance of financial decisions made at Board level. We spend around \$2.5M annually to fund our operating expenses and the replacement of assets. We need close scrutiny and financial focus to reach targeted goals. Finance is the area that seems to get the least resident scrutiny and comment at monthly Board meetings. Yet, Finance is arguably Nepenthe's biggest challenge for the future. It is all very well to wish to keep dues down, but this desire means nothing without an examination of the details of financial management. How do we fund water meters, aging grounds and trees, continuing siding and fencing issues? These are all big-ticket expenditures looming in our future.

As of January 2019, the Finance Committee now meets monthly and takes a more proactive role in reviewing the monthly financial reports. It is essential to have Board Member continuity this coming year as these review efforts continue. There is a steep learning curve for anyone who delves into the details of Nepenthe finances, not to mention a willingness to spend

a good deal of time and energy reading and analyzing regular reports. These practices and procedures, will only work with proactive oversight from the Board. This is the main reason I seek another term. We need continuity on the Board going forward.

The Board President and I are in the process of reviewing and revising the First Service Residential contract, which has not been formally looked at since signed by Otis Turner in 2012. I have also been directed by the Board to review our financial management procedures and internal controls

My work experience: In charge of the openings of large London-managed hotels in the Middle East, which honed my organizational skills, my ability to assess contracts and work within a budget. Working for Lockheed Martin in International Sales and Business Development. One of the most exciting but also demanding parts of my work was organizing sales/technological support for airshows in Paris and London. In this capacity, I worked with various Divisions and personnel ranging from salespersons to engineers to military. Fielding these competing interests and areas of expertise helped me understand how to bring disparate parties together for a common purpose.

I feel very fortunate to have lived for over 30 years in this unique community in the heart of Sacramento. I hope to continue exploring ways to preserve the value and beauty of the area while monitoring financial expenditures with an eye to meeting our future financial challenges as efficiently as possible."



William J Vizzard

"My wife, Diana, and I have resided in Nepenthe since

1997. We have both served on a variety of committees and participated in several activities. My longest committee service has been on the Finance Committee, on which I served several years before being elected to the Board of Directors in 2011, and on which I have served since leaving the Board in 2017.

While on the Board I served in both the positions of President and Treasurer and was liaison to the Finance Committee. I also served as the Board representative and chair of the ad-hoc committee that oversaw the redesign and remodel of the club house, cabanas and pools. This involved overseeing architects and various contractors and sub-contractors. The project came in on time and at budget.

My first priority has always been to maintain the long-term financial viability of this association. Sometimes this requires facing difficult choices that some might attempt to postpone or avoid; However, the board has a fiduciary responsibility to all property owners to maintain both our community assets and our reserves. In addition, I consistently endeavored to facilitate communication between the board and the owners/residents and among members of the board. The board must balance the interests of all owners by listening and acting in a reasonable and prudent way, resolving conflicting demands to the greatest degree possible while maintaining responsible

management.

I am currently retired, have spent twenty years as a professor of criminal justice at Sacramento State. I spent nine years as department chair managing fifty-five faculty and staff. Prior to that, I spent twenty-nine years in county and federal law enforcement, the majority of that time as a supervisor or manager."

Candidate Questionnaire and Answers (Optional submission)

Please relate your experience with Nepenthe committees or other Nepenthe activities.

- *Finance Committee 2006-2011 and 2017-19
- *Member Nepenthe Board of Dir. 2011-2017 (served as Treasurer and President)
- *Chaired club house remodel committee and oversaw remodel
- *Chaired ad hoc committees on siding and gym upgrade

Are you able and willing to devote 4 to 8 hours a week to association business?

yes

Will you provide a phone number and email address that home owners can contact?

yes

Are you able and willing to serve as liaison to one or more committees?

yes

Will you be able to regularly attend monthly board meetings?

yes

Will you be willing to be listed on the association financial accounts and available to sign checks and authorizations?

yes

Will you be willing to respond to inquiries from homeowners?

yes

What are your top three priorities for Nepenthe during the next two years?

- *Maintaining long term financial viability
- *Maintaining the condition of grounds, siding, roofs and common assets
- *Supporting reasonable and workable rules and policies



Nepenthe Association
1131 Commons Drive
Sacramento, CA 95825

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

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

www.NepentheHOA.com

Management Staff:

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

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

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

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

Other Important Contacts:

Security Concerns? Call the Nepenthe Office or the After-Hours Customer Care Center at 1-800-428-5588

Power Outage: 1-888-456-SMUD

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

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

Board of Directors:

Frank Loge, President, President@NepentheHOA.com, 916-920-0752

Linda Cook, Vice President, VicePresident@NepentheHOA.com, 916-847-8996

Steve Huffman, Secretary, Secretary@NepentheHOA.com, 916-214-4500

Christina George, Treasurer, Treasurer@NepentheHOA.com, 916-921-2793

Jan Summers, Member at Large, Director@NepentheHOA.com, 916-927-5570

Committees

Important Reminders

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

Elections Committee

Chair: Yvonne Del Biaggio

Finance Committee

Chair: Joan Haradon
FinanceComm@nepenthehoa.com

Grounds Committee

Co-Chair: Don Landsittel
Co-Chair: Open
GroundsComm@nepenthehoa.com

Insurance, Legal and Safety Committee

Chair: Nancy Arndorfer
ILS@nepenthehoa.com

Outreach Committee

Chair: Open
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.

- ◆ The 2018 Annual Financial Review will be mailed out to all homeowner by April 30th, 2019 in conformance with CA Civil Code. Look for it in the mail early May.
- ◆ Congrats to Sarah, Julian, Miyuki, and Brenden on winning the March St.Patrick’s Day coloring contest! Thank you for participating. Check your monthly Nepenthe News for more family fun events and contest to come!
- ◆ No contest this month, but feel free to find your inner coloring artist on the back page of this issue of the Nepenthe News.

Happy Spring!

What does that mean?

ARC= Architectural Review Committee
ILSC= Insurance, Legal and Safety Committee
NTE= Not To Exceed



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 | X |
| 4/4/19 | Mail Annual Review to homeowners in accordance with civil code requirements 4/26/19 | X |
| 4/4/19 | Manager to notify members disqualified to vote due to delinquent assessments | X |
| 4/5/19 | Manager to post candidate statements on websites | X |
| 4/5/19 | Nepenthe News published- Slate of Candidates, Candidates' Forum, Election timeline, call for Committee volunteers | X |
| 4/8/19 | Set meeting with PCC to discuss contract for Fiscal & Operational Review and to create timeline for the project | X |
| 4/9/19 | ARC Meeting 5:30 PM | X |
| 4/9/19 | Insurance, Legal and Safety Committee Meeting 5pm | X |
| 4/17/19 | Financials published and distributed to Board and Finance Committee | X |
| 4/18/19 | Grounds Committee meeting 3:00 PM | X |
| 4/18/18 | Call Precision Concrete for Sidewalk Assessment | Hold |
| 4/19/19 | Mail notice to Committee Chairs- all committee members must submit new committee applications for appointment at June Board meeting | X |
| 4/19/19 | Inspectors to proofread ballot materials | X |
| 4/19/19 | Deadline for petitioners to nominate for Board | X |

2019 Master Calendar DRAFT

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|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 4/19/19 | Upload ballot and Resident Information Form to mail house | X |
| 4/22/19 | Finance Committee meeting 3:00 pm | X |
| 4/23/19 | Outreach Committee meeting 4:30 PM | X |
| 4/24/19 | Committee Minutes due in management office | X |
| 4/24/19 | Lock In agenda for 5/1/19 Board Meeting 1) Approve proposal for Zone 6 | X |
| 4/26/19 | Manager posts agenda and distributes Board packets | X |
| 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

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|---------|-------------------------------------------------------------------------------------------------------|--|
| 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: 3/25/2019 - 3/29/2019

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

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

KEY CLIENT EXPECTATIONS: 1) Weed Abatement 2) Mowing 3) Irrigation System Check Repairs

| MAP# | DESCRIPTION: | <i>MON</i> C,R | <i>TUES</i> C,R | <i>WED</i> R,W | <i>THURS</i> R | <i>FRI</i> S |
|--------------------------------------------------------------|--------------------------------------------------------------------|-------------------|--------------------|-------------------|-------------------|-----------------|
| TURF CARE: | | | | | | |
| | Mow Zone 1 | X | | | | |
| | Mow Zones 2 & 7 | | X | | | |
| | Mow Zones 3 & 4 | | | | X | |
| | Mow Zones 5 & 6 | | | | | X |
| SHRUB, VINE & GROUNDCOVER CARE: | | | | | | |
| | 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 | | | | |
| | Service Zone 2 & 7 | | X | | | |
| | Prune Zone 3 | | | X | | |
| | Service Zone 3 & 4 | | | | X | |
| | Service Zone 5 & 6 | | | | | X |
| MANAGER TASKS: | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| IRRIGATION SYSTEM: | | | | | | |
| | Complete System Check Repairs with Extra Work Crew | X | X | X | X | X |
| | | | | | | |
| MISCELLANEOUS: Chemical and Mechanical Weed Abatement | | | | | | |
| | | | | | | |
| | | | | | | |



WEEKLY REPORT SHEET

DATE: 4/1/2019 - 4/5/2019

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) Mowing 3) Swarthmore Renovation

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

| TURF CARE: | | | | | | |
|--------------------------------------------------------------|--------------------------------------------------------------------|---|---|---|---|---|
| | Mow Zone 1 | X | | | | |
| | Mow Zones 2 & 5 | | | X | | |
| | Mow Zones 3, 4 & 7 | | | | X | |
| | Mow Zone 6 | | | | | X |
| SHRUB, VINE & GROUNDCOVER CARE: | | | | | | |
| | 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 | | | | |
| | Prune Zone 1 | | X | | | |
| | Service Zone 2 & 5 | | | X | | |
| | Prune Zone 2 | | | X | | |
| | Service Zone 3, 4 & 7 | | | | X | |
| | Service Zone 6 | | | | | X |
| | Ivy Abatement Zone 6 | | | | | X |
| MANAGER TASKS: | | | | | | |
| | Contract Revision Meeting | | | X | | |
| | Zone 2 Walk | | | | | X |
| | Swarthmore Renovation Demolition Supervision | | | X | X | X |
| IRRIGATION SYSTEM: | | | | | | |
| | Assist with Horticulture and Work Orders | X | X | X | X | X |
| MISCELLANEOUS: Chemical and Mechanical Weed Abatement | | | | | | |
| | Apply Barricade Preemergent - 50 ounces | | X | | | |
| | Apply Barricade Preemergent - 150 ounces | | | X | | |
| | Apply Barricade Preemergent - 200 ounces | | | | X | |
| | Spray Round Up Pro Max Zones 1 & 3 along Howe berm | | | | X | |



WEEKLY REPORT SHEET

DATE: 4/8/2019 - 4/12/2019

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

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

KEY CLIENT EXPECTATIONS: 1) Weed Abatement 2) Mowing 3) Swarthmore Renovation

| MAP# | DESCRIPTION: | <i>MON</i> | <i>TUES</i> | <i>WED</i> | <i>THURS</i> | <i>FRI</i> |
|--------------------------------------------------------------|--------------------------------------------------------------------|------------|-------------|------------|--------------|------------|
| WEATHER : S = Sun; R = Rain; W = Windy; C = Cloudy | | S | S | S | S | S |
| TURF CARE: | | | | | | |
| | Mow Zone 1 | X | | | | |
| | Mow Zones 2 & 5 | | X | | | |
| | Mow Zones 3 & 4 | | | X | | |
| | Mow Zones 6 & 7 | | | | X | |
| SHRUB, VINE & GROUNDCOVER CARE: | | | | | | |
| | 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, Edge and Blow | X | | | | |
| | Service Zone 2 & 5, Edge and Blow | | X | | | |
| | Complete Juliana's Zone 2 Walk Punch List | | | X | | |
| | Service Zone 3 & 4, Edge and Blow | | | X | | |
| | Ivy Abatement Zone 4 | | | X | | |
| | Service Zone 6 & 7, Edge and Blow | | | | X | |
| | Shrub pruning Zone 2 | | | | X | |
| | Ivy Abatement Zone 6 | | | | X | |
| | Pick up dead squirrel 804 Elmhurst | | | | X | |
| | Shrub Pruning Zone 6 | | | | | X |
| MANAGER TASKS / EXTRA WORK: | | | | | | |
| | Weekly Operations Meeting | X | | | | |
| | Swarthmore Renovation Supervision | X | X | X | X | X |
| | Meeting with City of Sacramento for turf rebate | | | | X | |
| | Zone 3 Walk | | | | | X |
| IRRIGATION SYSTEM: | | | | | | |
| | Start up Zone 7 irrigation | X | | | | |
| | Install Drip irrigation on valve 53 Zone 2 Swarthmore Renovation | | | | X | |
| | Install Drip irrigation on valve 56 Zone 2 Swarthmore Renovation | | | | | X |
| MISCELLANEOUS: Chemical and Mechanical Weed Abatement | | | | | | |
| | Spray 8 ounces Round Up Pro Max Zone 2 | X | | | | |
| | Spray 20 ounces Round Up Pro Max Zone 5 | | X | | | |
| | Spray 20 ounces Round Up Pro Max Zones 2 & 5 | | | X | | |

| | | | | | | |
|--|----------------------------------------------|--|--|--|--|---|
| | Spray 12 ounces Round Up Pro Max Zones 3 & 4 | | | | | X |
| | | | | | | |



WEEKLY REPORT SHEET

DATE: 4/15/2019 - 4/19/2019

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) Drip Conversion 3) Swarthmore Renovation

| MAP# | DESCRIPTION: | <i>MON</i> C,R | <i>TUES</i> C | <i>WED</i> S | <i>THURS</i> S | <i>FRI</i> S |
|--------------------------------------------------------------|--------------------------------------------------------------------|-------------------|------------------|-----------------|-------------------|-----------------|
| TURF CARE: | | | | | | |
| | Mow Zone 1 | X | | | | |
| | Mow Zones 2 & 5 | | X | | | |
| | Mow Zones 3 & 4 | | | X | | |
| | Mow Zones 6 & 7 | | | | X | |
| SHRUB, VINE & GROUNDCOVER CARE: | | | | | | |
| | Pick Up Green Waste | X | | | | |
| | Blow Surfaces at Main Clubhouse | X | X | X | X | X |
| | Service Dog Station, blow off Commons and University Tennis Courts | X | | X | | X |
| | Service Zone 1, Edge and Blow | X | | | | |
| | Service Zone 2 & 5, Edge and Blow | | X | | | |
| | Trim Groundcovers and Ivy on Zone 2 | | X | | | |
| | Service Zone 3 & 4, Edge and Blow | | | X | | |
| | Service Zone 6 & 7, Edge and Blow | | | | X | |
| | Pruning on alleyways Zone 2 | | | | | X |
| MANAGER TASKS / EXTRA WORK: | | | | | | |
| | Weekly Operations Meeting | | X | | | |
| | Swarthmore Renovation Supervision | X | X | X | X | X |
| | Turf Conversion and Drip Conversion Supervision | | | X | X | X |
| | Begin Flagging Zone 5 Remediation plants | | | | | X |
| IRRIGATION SYSTEM: | | | | | | |
| | Start up Irrigation in Zones 4 - 6 | | | X | X | X |
| | Install Drip irrigation on valve 56 Zone 2 Swarthmore Renovation | | | | X | X |
| | Install Drip irrigation for Turf Renovation Zone 2 Swarthmore | | | | | X |
| | Complete Swarthmore Renovation! | | | | | X |
| MISCELLANEOUS: Chemical and Mechanical Weed Abatement | | | | | | |
| | Spray 20 ounces Round Up Pro Max Zones 2 & 5 | | | X | | |
| | Spray 20 ounces Round Up Pro Max Zones 4 & 6 | | | | X | |
| | Spray 15 ounces Diquat Zones 4 & 6 | | | | X | |
| | Spray 15 ounces Round Up Pro Max Zone 4 & 5 | | | | | X |
| | Spray 1.5 ounces Fusilade Zones 4 & 5 | | | | | X |

JAMES L. SHAW
WORKSITE BENEFITS

April 22, 2019

To: The Nepenthe Board of Directors

From: Dale and Jim Shaw, 608 Elmhurst Circle

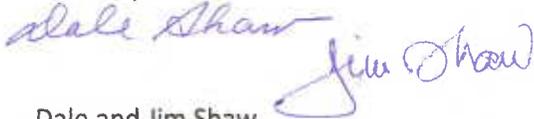
Directors,

We would like you to address a long standing lighting problem we have around house frontage, alley and both walk ways of the 600-618 Elmhurst Circle area. The most recent outages happened in the past month (around March 15 and again around April 17). These blackouts are both a safety and security issue for residents. When these lights are out, we are in total darkness. Understandably it is very unsettling – to say the least! Unfortunately it appears that we are the only section in Nepenthe that consistently has this problem.

The lights seem to get fixed within a few days of an outage. But given the history, the recurring frequency of the outages, we've come to realize that these fixes are simply band aids that fail to address an underlying systemic/infrastructure problem. It's time to put this issue front and center – a permanent infrastructure fix is really need for this difficult safety and security problem.

Our request is simple – the development of a permanent solution and a timeline to implement that solution to this pressing need. We look forward to your response.

Sincerely,

Handwritten signatures of Dale Shaw and Jim Shaw in blue ink. Dale's signature is on the left and Jim's is on the right, overlapping slightly.

Dale and Jim Shaw



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

April 3rd, 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 | 5:30pm | Frank Loge | President | 6:10pm |
| X | 5:30pm | Linda Cook | Vice President | 6:10pm |
| X | 5:30pm | Christina George | Treasurer | 6:10pm |
| X | 5:30pm | Steve Huffman | Secretary | 6:10pm |
| X | 5:30pm | Jan Summers | Member at Large | 6:10pm |

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on April 3rd, 2019 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.
- b. **Contracts Awarded**
 - i. Coast Landscape - Zone 6 Landscape Remediation: \$16,574
 - ii. Coast Landscape - Zone 6 Renovation Project: \$3,720
 - iii. Sparkling Clear Pool Service - Pool and Spa Filer Cartridge Replacements: \$3,500
 - iv. Red Leaf Development - Concrete Repairs: \$3,908
 - v. Elite Service Experts - Power Washing Services: \$1,191
 - vi. Propp, Christiansen & Caniglia – Review, report and recommend financial management practices: \$11,600
- c. **Board Goals Update**

III. COMMITTEE REPORTS

- a. **Architectural Review Committee**
No verbal report. Minutes reviewed.
- b. **Finance Committee**
Committee Chair gave report regarding 2020 financial needs. Report will be included in April 2019 Newsletter.
- c. **Grounds Committee**
Committee Chair gave report summarizing Grounds Meeting Minutes.
- d. **Insurance, Legal and Safety Committee**
No verbal report. Minutes reviewed. Director Huffman, liaison to ILS Committee, briefly addressed the concerns outlined in the ILS Minutes regarding Committee Charters.
- e. **Outreach Committee**

Committee Chair gave verbal report regarding upcoming events such as the Cinco De Mayo party.

IV. MANAGEMENT REPORT

General Manager, Bettisi Ledesma, gave verbal report summarizing details of Management Report. The reports listed below were enclosed in the packet and reviewed by the directors.

- a. **Report**
- b. **Manager’s Reserve Report**
- c. **March Nepenthe News**
- d. **2019 Master Calendar**
- e. **Coast March Report Sheets**

V. HOMEOWNER CORRESPONDENCE

The Board reviewed correspondence received from one homeowner.

VI. HOMEOWNER COMMENTS

One homeowner addressed the Board at this time, regarding landscape and drip conversion.

VII. CONSENT CALENDAR

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

Begin Consent Calendar

a. **Approval of Minutes March 6th, 2019 Open Session Minutes**

Resolution: The Open Session minutes dated March 6th, 2019 are approved as presented.

b. **Financial Statement: February 2019**

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**

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 12th, 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> |
|----------|-----------------------|---------------------------------------|--------------------------|
| 1 | 1109 Dunbarton Circle | Gas Line / Meter Installation | Approval with Conditions |
| 2 | 410 Elmhurst Circle | Window / Patio Slider Replacement | Approval |
| 3 | 1083 Vanderbilt Way | Window Replacement / Installation | Approval |
| 4 | 212 Dunbarton Circle | Gas Line Installation | Approval with Conditions |
| 5 | 408 Elmhurst Circle | Gas Line Installation | Approval with Conditions |
| 6 | 1217 Vanderbilt Way | Shade Structure / Awning Installation | Approval |
| 7 | 324 Elmhurst Circle | Patio Hardscape Installation | Approval |
| 8 | 502 Elmhurst Circle | Screen Door Installation | Approval with Conditions |

| | | | |
|----------|------------------------------|------------------------------------------|---------------|
| 1 | 2242 Swarthmore Drive | Window / Patio Slider Replacement | Denial |
|----------|------------------------------|------------------------------------------|---------------|

| |
|-----------------------------|
| <i>End Consent Calendar</i> |
|-----------------------------|

VIII. NEW BUSINESS

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

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.

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

Motion: Director Huffman

Second: Director Cook

Vote: All in Favor

b. **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 seven have already

been installed. Proposed locations for this year's installations were presented to the directors.

Resolution:

The Board tables this item until January 2020.

Motion: Director George

Second: Director Summers

Vote: All in Favor

c. **Tree Removal at 210 Elmhurst Circle**

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.

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.

Motion: Director Cook

Second: Director Huffman

Vote: All in Favor

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

On March 11th, 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.

Resolution: The Board approves the proposal from The Grove Total Tree Care, with the exception of item 11 per Grounds Committee Minutes, in the amount of \$11,520 payable from Reserve GL N23282 for Trees which has a remaining allocation for 2019 of \$63,571.

Motion: Director Cook

Second: Director Summers

Vote: All in Favor

e. **Fine Schedule Correction**

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

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

Motion: Director Huffman

Second: Director George

Vote: All in Favor

IX. HOMEOWNER COMMENTS

No homeowner chose to address the Board at this time.

X. NEXT MEETING: Wednesday, May 1st, 2019 at 5:30 pm in the Nepenthe Clubhouse

XI. ADJOURN: 6:10pm

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 Dumbord




NEPENTHE ASSOCIATION

1131 Commons Drive, Sacramento, CA 95825
916.929.8380 FAX: 916.929.1773
nepenthe@fsresidential.com

March 20, 2019

Dear Nepenthe Homeowner:

Your neighbor at 715 Dunbarton Circle has submitted a request to the Board of Directors for a variance from Article III, Section 3.3(b) of the Nepenthe Third Restated and Amended CC&Rs which states that residents shall not park in areas designated for guest parking, in this case on the private street, Dunbarton Circle.

The CC&Rs state that before the Board can consider granting a variance from any of the Association's use restrictions as described in Article III, they must post a general notice and, in addition, provide notice to the owners living within 100 feet of the requesting homeowner. This letter serves as your notice.

To grant such a variance, the directors must make a good faith written determination that the variance is consistent with one or more of the following criteria:

1. The requested variance will not constitute a material deviation from any restriction contained herein or that the proposal allows the objectives of the violated requirements to be substantially achieved despite noncompliance; or
2. That the variance relates to a required land use restriction or minimum construction standard otherwise applicable hereunder that is unnecessary or burdensome under the circumstances; or
3. That the variance, if granted, will not result in a nuisance to or be a material detriment to any other Lot or Common Area within the Development.

See Article IV, Section 4.14 of the Third Restated and Amended CC&Rs for more information.

You have the right to submit comments to the Board of Directors in writing prior to the date set for considering this request which shall be Wednesday, May 1, 2019 at 5:30 pm. The directors will be assembled at the Nepenthe Clubhouse, 1131 Commons Drive, Sacramento, CA 95825 for their regularly scheduled Open Session. This item will be on the agenda. You also have the right to observe this meeting.

Please deliver your written comments to the Management Office by 6:00 pm, April 27, 2019. You may also submit them via email to Bettsi.Ledesma@FSResidential.com.

Sincerely,

Bettsi Ledesma, CMCA
General Manager

Tree Work Proposal



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

DATE: 4/12/2019

RE: Tree Work Proposal – from Arborist Report dated 4/11/2019
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 | Red Oak | Zone (3) Tree #926 101 Dunbarton Cir. | 1 | Full Prune of Trees Canopy | \$720.00 |
| (2) Figure 2 | Valley Oak | Zone (3) Tree #905 1359 Commons Dr. | 1 | Structural Prune | \$80.00 |
| (3) Figure 3 | Redbud | Zone (3) No Tag 1355 Commons Dr. | 1 | Structural Prune | \$80.00 |
| (4) Figure 4 & 5 | Live Oak | Zone (3) Tree #895 1333 Commons Dr. | 1 | Full Prune of Trees Canopy | \$1,280.00 |
| (5) Figure 6 & 7 | Live Oak | Zone (3) Tree #887 2312 Swarthmore Dr. | 1 | Removal of large deal limbs and inspect cable system | \$1,280.00 |
| (6) Figure 8-10 | White Birch | Zone (3) Tree #871 2326 Swarthmore Dr. | 1 | Tree Removal and Stump Grinding | \$1,005.00 |
| (7) Figure 11 | Sweetgum | Zone (3) Trees #846-848 409 Dunbarton Cir. | 3 | Tree Removal and Stump Grinding | \$4,390.00 |
| (8) Figure 12 | Strawberry | Zone (3) No Tag 507 Dunbarton Cir. | 1 | Structural Prune | \$80.00 |
| (9) Figure 13 | White Birch | Zone (3) Tree #813 605 Dubarton Cir. | 1 | Tree Removal and Stump Grinding | \$765.00 |
| (10) Figure 14-15 | White Birch | Zone (3) Tree #981 603 Dunbarton Cir. | 1 | Tree Removal and Stump Grinding | \$525.00 |
| (11) Figure 16 | Redwood | Zone (3) Tree #1021 807 Dunbarton Cir. | 1 | Selective Reduction of Codominant Limbs | \$960.00 |
| (12) Figure 17-18 | Sweetgum | Zone (3) Tree #791 709 Dunbarton Cir. | 1 | Tree Removal and Stump Grinding | \$1,245.00 |
| (13) Figure 19 | Oregon Ash | Zone (3) Tree #1036 817 Dunbarton Cir. | 1 | Removal of Wisteria from trees canopy | \$240.00 |
| (14) Figure 20-21 | Tulip | Zone (3) Trees #718 & 719 905 Dunbarton Cir. | 2 | Full Prune of Trees Canopy | \$1,860.00 |
| (15) Figure 22 | Sweetgum | Zone (3) Tree #384 1113 Commons Dr. | 1 | Weight Reduction Prune | \$720.00 |
| (16) Figure 23 | Japanese Maple | Zone (3) No Tag 1433 Commons Dr. | 1 | Structural Prune | \$80.00 |
| PERMITS: | | | | | \$250.00 |
| TOTAL: | | | | | \$15,560.00 |

Client/Owner: _____

NOTES

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

TERMS AND CONDITIONS:

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

CONTRACTOR:

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

CLIENT/OWNER:

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

By: Paul Dubois (by CR)

By: _____

Name: Paul Dubois

Name: _____

Title: Account Manager/Arborist

Title: _____

Date: 4/12/2019

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: _____