



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

April 8, 2020, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

To conform with California Executive Order N-33-20 issued by Governor Newsom on March 19, 2020 related to the COVID-19 pandemic, this open session of the Board of Directors will be held by teleconference. Homeowners may observe the meeting by following the instructions below:

Join Zoom Meeting on the internet by following this link:

<https://zoom.us/j/412523746?pwd=clFhMVdGKzgrV3BrNmdXdkNQaDR4Zz09>

Meeting ID: 412 523 746

Password: 400699

Dial one of the following phone numbers:

+1 253 215 8782 US

+1 301 715 8592 US

Meeting ID: 412 523 746

Password: 400699

This meeting is only open to homeowners of the association. Please contact management in the days before the meeting if you have any questions about how to attend. (916) 929-8380

If you wish to submit comments for the open forum periods of the agenda, you are encouraged to email them ahead of time to the General Manager at Bettsi.ledesma@fsresidential.com. The emails will be read aloud. Every attempt will be made to open the phone to comments, but if there are audio difficulties, it may not be possible.

OPEN SESSION AGENDA

I. CALL TO ORDER

Present	Arrival	Board Member	Position	Departure
		Christina George	President	
		Linda Cook	Vice President	
		Will Vizzard	Treasurer	
		Jan Summers	Secretary	
		Greg Beale	Member at Large	

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on April 8, 2020 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.

III. COMMITTEE REPORTS

- a. Architectural Review Committee **Page 6**
- b. Finance Committee (no report)
- c. Grounds Committee..... **Pages 7**
- d. Insurance, Legal and Safety Committee..... **Pages 8**
- e. Outreach Committee (no report)

IV. MANAGEMENT REPORT

- a. Report..... **Pages 9-12**
- b. Manager’s Financial Report - Reserve Tracker..... Page 13
- c. March Nepenthe NewsPages 14-25
- d. 2020 Master Calendar Page 26
- e. Landscape Status Meeting Minutes.....Pages 27-41

V. HOMEOWNER CORRESPONDENCE..... Pages 42-47

VI. HOMEOWNER COMMENTS

In accordance with California Civil Code Section 4920(a), the Association must post or distribute the agenda for Regular Session Meetings no fewer than four (4) days prior to a Regular Session Meeting. During Homeowner Forum, items not included on the agenda that are raised by homeowners may be briefly responded to by the Board and/or Management; however, no action may occur with respect to that item unless it is deemed an emergency by the Board of Directors and developed after the agenda was posted and/or distributed. The Board of Directors may refer informational matters and direct administrative tasks to Management and/or contractors. Each homeowner will be given three (3) to five (5) minutes to speak in accordance with the Open Meeting Act, California Civil Code 4925(b), or a total of twenty (20) minutes will be granted for all to address the Board of Directors regarding items of interest or concern.

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

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

<i>Begin Consent Calendar</i>

- a. **Approval of Minutes March 4, 2020 Open Session Minutes Pages 48-50**
Proposed Resolution: The Open Session minutes dated March 4, 2020 are approved as presented.
- b. **Financial Statement: February 2020Separate Packet**
Proposed Resolution: The Board accepts the February 2020 interim financial reports and bank reconciliations as presented, subject to annual review.
The reports reflect a negative year to date variance of \$88,256.37 and reserve funding of \$440,946 compared to the reserve funding budget of \$181,623. The association was

delayed in funding the reserves as budgeted in December and January in order to pay the annual Flood Insurance renewal. The negative variance reflects the payment of the balance of December 2019's reserve contribution.

The Association has \$281,632 in operating funds, which represents slightly less than one month of budgeted expenses and reserve contributions. The Association has \$8,812,790 in reserve funds. Please see the Management report for more information.

c. Lien ResolutionPage 51

Per the enclosed Resolution dated March 16, 2020, 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
2389-02	\$1,557

d. Architectural Applications

The Architectural Review Committee met on March 10, 2020 to review the application listed below. The application was provided to the directors under separate cover.

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

	Address	Application for	Recommendation
1	2249 Swarthmore	Window Replacements	Approval

<i>End Consent Calendar</i>

VIII. UNFINISHED BUSINESS

A. Accessory Dwelling Unit Criteria Pages 52-55

The Accessory Dwelling Units policy has been distributed to the membership for the state-mandated 28-day comment period and is ready for Board adoption. No comments have been received regarding this rule change.

Proposed Resolution: The Board adopts the new criteria governing the installation of Accessory Dwelling Units and Junior Accessory Dwelling Units within the association.

B. Repeal of the 2014 Resolution 138 Which Allows Homeowners to Pay for Plantings in the Common Area Pages 56-57

The notice concerning the repeal of Resolution 138 has been distributed to the membership for the state-mandated 28-day comment period. One comment from an owner on Swarthmore has been received regarding this rule change and is in the Board packet under Homeowner Correspondence.

Upon repeal, governance regarding planting in the Common Area reverts to the CC&Rs Article V, Section 5.1(a) which states "Only the Association may remove any vegetation

from or plant any vegetation on the Common Area.” The Board has instructed management to write up the process by which homeowner landscape requests will be evaluated and acted upon. The proposed process has been enclosed in the directors’ advance materials for their review.

Action required: Discussion and resolution

Proposed Resolution: The Board repeals Resolution 138 which allowed homeowners to pay for plantings in the Nepenthe Association’s Common Area and confirms the governance of the Common Area as stated in the Third Amended and Restated CC&Rs of Covenants, Conditions & Restrictions of Nepenthe Association.

C. Pickleball Guests

At the February Open Session, the Board discussed the number of guests to be allowed for Pickleball, as well as Tennis. The current rules allow for 4 guests per resident in the pool, but do not speak to the courts. Rule was sent to the community for the required 28-day notice period. One comment from an owner on Swarthmore has been received regarding this rule change and is in the Board packet under Homeowner Correspondence.

Action required: Board resolution

Proposed resolution: Board to allow 4 guests per resident for the Sports Courts to match the rule for the pool area. Specific rule changes are below.

Rule to be added as follows:

3.4.7 Guests

Nepenthe residents must accompany their guests in and around the sports courts. Residents are limited to four (4) guests per residence in the sports courts at one time.

Rule to be modified as follows:

4.5 Guests

Guests must adhere to all rules applicable to Owners and Residents plus the following rules that pertain specifically to them.

- Guests must be accompanied by resident when using the amenities.
- Long term guests, such as house sitters, may use the amenities independently if the resident provides a note to management in advance.
- No more than four (4) guests per household in any of the pool areas or sports courts at once.

IX. NEW BUSINESS

A. Confirm the Board President’s March 20, 2020 directive to close the amenities.

On March 20, 2020, the Board President closed all facilities of the association to comply with the current California Executive Order N-33-20 issued by Governor Newsom on March 19, 2020.

Action required: Discussion and resolution

Proposed resolution: The directors confirm the decision of the Board President to close the facilities of the association to comply with the current California Executive Order N-33-20 issued by Governor Newsom on March 19, 2020 and resolves to keep the facilities closed until the order is lifted.

B. Consider opening the Tennis Courts on Commons Drive and Elmhurst Circle.

A number of homeowners have asked that the tennis centers (excluding the Clubhouse tennis center) be opened for play. Their letters can be found under Homeowner Correspondence. The Board will discuss whether this is advisable under the order. Nepenthe's general counsel, Brad Epstein of Angius-Terry LLP was asked for his recommendation on this matter.

Action required: Discussion and resolution

Proposed resolution: The Board resolves to act in conformance with the recommendations of its attorney and keep the tennis centers on Commons Drive and Elmhurst Circle closed and, further, to lock the courts as the attorney advises.

C. Adopt new charter for Grounds CommitteePage 58

The Board has re-written its charter for the Grounds Committee and is prepared to adopt it.

Proposed resolution: The Board adopts the Grounds Committee Charter dated April 8, 2020.

IX. HOMEOWNER COMMENTS

X. NEXT MEETING: Wednesday, May 6, 2020 at 5:30 pm in the Nepenthe Clubhouse

XI. ADJOURN

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, March 10, 2020 at 5:30 pm in Clubhouse

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

Absent: Mary Gray; Jan Summers, Nepenthe Board Liaison

Also Present: Michael Donofrio, homeowner; Brad from Chriswell Home Improvements; Sam Marino from Milgard.

Meeting was convened at 5:33 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. **2249 Swarthmore Drive** – Windows replacements: In this 4000F model, requested is the replacement of the kitchen and dining room sliding patio doors. The kitchen's is to be replaced with a vinyl-material narrow-frame Milgard Trinsic series sliding door in Bronze exterior color via a retrofit installation, while the dining room's is to be replaced with a vinyl-material Milgard Tuscan series sliding door in Bronze exterior color via a retrofit installation. The configuration of the windows will not be changed. Contractor is to be Chriswell Home Improvements. **Approval Recommended.**

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

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:

1. Wiring and Pipe Installations – clarify the wording (Section 28). Alan has volunteered to do this.
2. Antenna and Satellite Dish (Section 29) – Lee has volunteered to revise and expand this section to include current and forthcoming communications media.

G. New Business: none.

H. Next meeting. Next regular meeting on Tuesday, April 14, 2020, at 5:30 pm in the Clubhouse.

Meeting adjourned at 5:56 pm.

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

Bettsi Ledesma

From: Steve Huffman <steve@huffmanstrategy.com>
Sent: Wednesday, April 1, 2020 12:55 PM
To: Bettsi Ledesma; Christina George
Cc: Diane Durawa; Diane Luttrell; Helga Dicker; Iris Bettencourt; Joan Trotta; Joleen Hecht; Kathy Waugh; Kay Chmielewski; Liza Tafoya; Markus Dascher; Marty and Sue Henderson; ron holehouse; Solveig Toft; Steve Huffman; Christina Romero; David Culbertson; Paul Dubois
Subject: Outcome of Grounds Committee Email Meeting

Christina and Bettsi:

Our email meeting is complete. Of our fourteen members thirteen voted. That is enough for a quorum. The results follow:

- Island plantings: 2 yes, 11 no. No one said we should never do this. The message from those who voted no is that we should consolidate our improvements in landscaping throughout our grounds before we spend money on such a visible project.
- Howe Avenue turf removal: 3 yes, 9 no, 1 abstention. This project is not well understood. We can take it up again when we meet April 16. My plan is to have that meeting via conference call or videoconference. That should allow for a more thorough discussion.
- Tree work in zone 1: 13 yes, zero no. The committee recommends the Board approve it.
- Process for homeowner requests: 6 yes, 7 no. So we do not recommend it to the Board. Probably the three of us should discuss where it goes from here.

Steve

Sally and Steve Huffman
1425 Commons Drive
Sacramento, CA 95825
916-214-4500

MINUTES

ILSC

March 10, 2020
Nepenthe Library

IN ATTENDANCE:

Nancy Arndorfer, Chair
Peter Lewicki
Bill Olmsted

Both Board Liaison Greg Beale and Jerry Dunn were absent.

Nancy called the meeting to order at 5:10 PM, and the minutes of the February 11th meeting were approved as written.

NEW BUSINESS: Bill mentioned that the Outreach Committee in doing their annual planning and calendar wanted to look into the possibility of doing something in Nepenthe for the annual National Night Out, which is a nationwide event handled locally without any national coordination, however there is a website with suggestions for activities and some history of the event that has been held every August since 1984. This year's date is August 7th. Outreach wants Bill to explore the possibilities and work in conjunction with the ILSC. Both Nancy and Bill remember discussing it a few years ago, and Jerry even attended the one in Ashton Park put on by the Wilhaggin HOA, and our recollection was that it might not work given the layout of our community as opposed to regular city streets. Since Jerry was not at the meeting, the topic was tabled until the next meeting with Jerry in attendance.

Finally, Nancy gave us copies of a memo to her from Bettsi dated the previous day outlining some ideas she has in working with (HOA Pres) Christina and Greg on a final and user friendly version of our emergency plan to make it a simple document for the residents to use and making it liability free with a second and more detailed one for staff and the Board to use as guidelines.

There are no requests for Board action, and the meeting was adjourned at 5:37 PM.

Submitted by Wm Olmsted

The next Board meeting will be on April 8th and the next ILSC meeting will be April 14th.



Nepenthe Association

Management Report – April 8, 2020

1 COMMUNICATION

1.1 **THE NEPENTHE NEWS WAS LAST PUBLISHED ON MARCH 6, 2020. THE NEXT NEWSLETTER WILL BE PUBLISHED ON APRIL 10, 2020. TOPICS TO BE COVERED ARE:**

- Cash Flow Report
- Water Meter update
- Landscape Update
- Contracts awarded at April 8 Executive session
- Election update
- Upcoming Events
- Service Requests

1.2 **WEBSITE:**

- Calendar is up to date and complete.

2 ADMINISTRATION

2.1.1 **Resident Registration-** Management has emailed to the community two requests for Resident Information Forms. All received forms and leases have been uploaded to Connect and the resident information has been updated in the database. This is an ongoing effort.

2.1.2 **Meetings with Board President –** Manager met with Board President Christina George weekly to review action items, items of concern and upcoming facility or administrative projects.

3 FACILITIES

3.1.1 **Fencing and Siding Repairs –** Manager has reviewed pending proposals onsite in order to make recommendations to the directors at the April executive meeting. The fence list from 2019 will next be evaluated in person to determine the scope of work. A Fence Evaluation Form has been created to aid in decision making and to record findings. This form is attached as part of this report.

- 3.1.2 **Janitorial Service** – In light of the pandemic, Custom Care Cleaning, our janitorial service, has been deep cleaning the clubhouse, the Dunbarton cabana restrooms and the Elmhurst cabana service restroom. They have moved furniture and appliances, steam cleaned the tile in the kitchen, cleaned the carpet and windows and cleaned light fixtures.
- 3.1.3 **Clubhouse / Cabana Rentals** – All rentals have been cancelled or postponed in light of the pandemic.

4 GROUNDS

4.1 LANDSCAPE

- 4.1.1 Management, the Grounds Chair and liaison and David Culbertson, the Coast Account Manager met weekly to review open work orders. Homeowner landscape issues and basic work processes are also discussed at this weekly meeting. The available meeting minutes are attached to this report.
- 4.1.2 Work for approved proposals in zones 4, 5, 6 and 1 are in progress. There have been some supply issues due to the pandemic.
- 4.1.3 Zone 1 drip irrigation project is almost complete.
- 4.1.4 Irrigation is running one to two days per week.
- 4.1.5 Weekly Zone Walks were mostly cancelled in March, but have resumed in April.

4.2 TREE MAINTENANCE

- 4.2.1 **Tree Walks** – Monthly tree walks to evaluate the overall health of the forest and to monitor the growth patterns of new plantings for 2020 have commenced with the Zone 1 walk on March 10th. The Board is expected to authorize tree work resulting from that walk.
- 4.2.2 **Annual Maintenance Pruning** –Zones 1 through 6 are now completed and Zone 7 will be finished in April.
- 4.2.3 **Root excavations for 1411 Commons and 1425 University-** The excavations were completed and photographs provided to the City Arborist who does not find evidence of imminent danger or damage therefore, both removal permits have been denied. Management will be meeting contractors at 1411 Commons in order to re-route the walkway to the front door.

5 MANAGEMENT CONTRACT

- 5.1.1 During the pandemic, the Assistant Community Managers, Christina Romero and Nirmal Dhesi have been working from home. The phone log indicates that an average of 12 call are being handled on weekdays. The email count for each associate averages 70 per week.
- 5.1.2 Both ACMs have completed additional training during this time including live webinars for Connect process. They have also completed courses through FirstService University, an online platform offering a variety of relevant courses.

6 FINANCIAL

- 6.1 **FLOOD INSURANCE SURCHARGE:**
Management has uploaded the list of owners to be assessed the \$225 surcharge to Accounts Receivable and owners were assessed on the April statements.
- 6.2 **FEBRUARY 2020 FINANCIALS**
The January financials are provided under separate packet for review. Management has prepared further reports that are enclosed in this packet.

7 GOVERNANCE

- 7.1 **COURTESY PATROL**
Reports are reviewed by management daily, recapping the rounds and interactions of the officers on duty.
- 7.2 **NON-COMPLIANCE NOTICES**
- 7.2.1 Notices have been sent to owners and tenants for the following violations:

Number of Notices Sent Per Violation	Type of Violation
1	Improper Garage Use
5	Patio Tree Maintenance
1	Patio Shrub Maintenance
1	Excessive Noise
1	Improperly Parked
17	Rental of Property- Documentation Required
1	Other

Fence Evaluation

Visually Inspected by: _____

Address: _____ Date: _____

Front or Back Fence?	
Do you have access to inside?	
Total lineal feet of fence	_____ ft.
total number of posts	
post type: steel or wood	
Existing footer board?	
If yes, how long is it?	_____ ft.
Lineal feet of rotted pickets	_____ ft.
number of bad posts	
number of rotted stringers	
Overall condition of fence (1-4)	
Condition of gate	

Please include at least two photos of the fence from inside the patio and two of the exterior. Photos should be taken from 6' away to provide better overall scope.

Category Description	Number
Fence is sound. May need minor repairs to gate or replacement of a few pickets.	1
Moderate dry rot, mostly on bottom. Not creating any immediate problems.	2
Moderate deterioration, including movement. Does create problems such as pet escaping, gate unable to hang square, etc.	3
Over 50% of fence has deteriorated.	4

Nepenthe 2020
Reserve Tracker Report

GL Number	Reserve Component	2020 Beginning Balance	2020 Reserve Funding	Year to Date Expense	Current Balance with 2020 Reserve Funding	2020 Allocations*	Year to Date Expense	2020 Allocation Balance
22872	14000 - Recreation	20,463.06	3,744.00	-	24,207.06	630	-	630
22960	03500 Painting: Interior	13,977.18	2,535.00	-	16,512.18	3,822	-	3,822
23014	02000 Concrete	54,079.73	24,919.00	-	78,998.73	65,639	-	65,639
23103	Reserve Interest	0.00			-		-	-
23120	05000 - Roofing	3,991,665.67	835,166.00	50,852	4,775,979.67	46,490	50,852	(4,362)
23122	12000 - Pool & 13000 - Spa	183,733.77	43,461.00	520	226,674.77	16,300	520	15,780
23127	19000 - Fencing	292,157.42	73,018.00	4,892	360,283.37	77,973	4,892	73,081
23133	18000/100-115 - Landscaping-Irrigation	237,873.84	92,475.00	11,298	319,050.58	130,223	11,298	118,925
23146	21000 - Signage	36,269.24	4,345.00	-	40,614.24	6,829	-	6,829
23178	01000 Paving	861,576.92	149,240.00	-	1,010,816.92	10,250	-	10,250
23199	31000 - Reserve Study	3,844.72	2,010.00	-	5,854.72	615	-	615
L23133	26000 - Outdoor Equipment/Benches	239.73	63.00	-	302.73		-	-
L23135	03000 Painting: Exterior	651,759.38	176,362.00	-	828,121.38	32,149	-	32,149
15759	04000 - Structural Repairs	1,353,845.90	452,959.00	-	1,806,804.90	134,961	-	134,961
N22912	23000 - Mechanical Equip	76,407.67	5,402.00	-	81,809.67	1,891	-	1,891
N22991	20000 - Lighting	16,793.66	7,957.00	6,390	18,360.66	11,314	6,390	4,924
N23017	08000 - Rehab, 22000 - Office Equipment, 24000 - Furnishings, 24600 - Safety / Access, 25000 - Flooring, 27000 - Appliances	227,999.05	38,458.00	4,265	262,192.05	-	4,265	(4,265)
N23130	32000 - Undesignated	6,425.54	2,932.00	-	9,357.54	7,880	-	7,880
N23274	17000 - Tennis Court	122,359.25	13,391.00	-	135,750.25		-	-
N23275	18000/120-144 - Landscaping-Plantings	142,087.62	64,846.00	53,043	153,891.12	174,250	53,043	121,208
N23282	18000/160 - Landscaping-Trees	168,690.83	150,218.00	10,849	308,059.58	206,875	10,849	196,026
N22911	30000 - Miscellaneous / Underground Utilities	92,898.80	35,971.00	10,550	118,319.80	81,783	10,550	71,233
Totals		\$8,555,149	\$2,179,472	\$152,659	\$10,581,962	\$ 1,009,874.00	\$ 152,659.06	\$ 857,214.94

Estimated Ending Reserve Balance Per Study

9,953,246

*Projected expenditures per the adopted Reserve Study for 2020

Updated:

1/31/2020

March 2020

Nepenthe Association

Slate of Candidates

Election Timeline



Large Association of the Year Northern California

THE NEPENTHE NEWS

At the March 4th Board meeting, the Nominating Committee presented the Slate of Candidates to the directors.

As mandated by the Bylaws and the Election Rules, the Nominating Committee is appointed by the directors to encourage and solicit volunteers to become candidates for Board service.

The committee is composed of one director not up for election and two to three homeowners volunteers with a background of service within the association.

They look for prospective candidates with an interest in Nepenthe business. Part of their responsibility is to educate the potential candidates about board service.

Candidates must be able to spend the required amount of time needed on board

business and, ideally, have basic knowledge of budgets and of organizational processes. They should have some knowledge of Roberts Rules of order.

It is recommended they have prior service on a Nepenthe committee and knowledge of the Nepenthe Association. Any homeowner in good standing is qualified to run, but having lived in the community for a year or more does give a candidate a better perspective about the intricacies of the organization. Ideally, the candidates run for the purpose of serving their community at large and hope to leave Nepenthe a better place to live for all.

This year's slate of four candidates for the two open positions are (listed alphabetically):

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Tree Work Update



Caring for this urban forest is a year-round job. If you've been bothered lately by the sound of chainsaws around your home, please know it is all in the interest of

keeping the forest and its inhabitants (you!) safe.

The Grove Total Tree Care is approximately halfway through the annual clearance pruning. The purpose of this pruning is to ensure airspace around every unit so that tree limbs do not end up on chimneys or scraping roofs through the entirety of the summer growing season.

In addition to the clearance pruning, they have injected Merit into specific species of trees to help repel wooly aphids— tiny little bugs that make a big mess! They have also applied anti-fruitlet treatments to plum and pear trees located over alleys or walkways.

Architectural Modifications

There were no applications on the Board's March agenda. Had there been, their approval status would be on this page.

If you wish to make any exterior changes to your unit, you must submit an architectural application for review and approval by the Architectural Committee and Board of Directors prior to commencing any work. Applications should be turned into the Nepenthe office by the Wednesday prior to the Architectural Committee Meeting. The Architectural Committee meets on the 2nd Tuesday of each month at 5:30 p.m. in the Clubhouse.

The Architectural Guidelines are available at the office or online [here](#).

For your reference, here is an application checklist:

1. Signed application
2. House plan showing proposed improvements (obtain from office or print from [Interactive Community Map](#) on www.NepentheHOA.com)
3. Brochure showing specifications about proposed product(s)
4. Contractor's proposal showing method of installation (Prices may be blacked out)
5. Applications for Heating/Air Installations, Rooftop Solar Installations and Windows have further paperwork requirements which can also be seen on the website at the Architectural Review Committee page, [here](#).

January Budget Report

Actual year-to-date income of \$326,983.32 versus year-to-date budgeted income of \$310,047.00 produced a positive income variance of \$16,936.32.

Actual year-to-date operating expenses of \$164,953.60 versus year-to-date budgeted expenses of \$310,047.00 produced a positive expenses variance of \$145,093.40. The contribution for the reserve fund will expense twice in February bringing the numbers into better alignment with the budget.

The two combined variances produced a positive year-to-date variance of \$162,029.72 which is expected to flatten out when the January and February reserve contributions show on the income statement in the February financials.

January Cash Flow Report

Sources / Uses	Operations	Reserves
Beginning Balance 1/1/2020	242,071	8,501,059
Plus Income	326,983	
Reserve Investment Income		1,990
Contributions to Reserve		-
Less Operating Expenses	(164,954)	
Reserve Funding		
Reserve Expenditures		
Receivable from Management	(0)	
Ending Balance 01/31/2020	\$430,014	\$8,503,049

Slate of Candidates, continued

- Linda Cook, current Vice President of the Board and liaison to the Outreach Committee.
- Mary Gray, member of the Architectural Review Committee.
- Jan Summers, current Secretary of the Board and liaison to the Architectural Committee.
- Liza Tafoya, member of the Grounds Committee.

Articles in the January and February newsletters encouraged owners to reach out to meet with the Nominating Committee. Owners may still nominate themselves.

Anyone interested in self-nomination should contact the office.

The timeline for the elections is as follows:

Friday, March 20th - Candidates' statements and pictures

due to Office (to be included in the April newsletter and Ballot packets mailed to homeowners)

Friday, March 20th - Names of Self Nominated Board candidates due to Nepenthe Office

Friday, April 24th - Election Committee mails ballot packets, including statements and pictures, to homeowners

Saturday, April 25th (10:00 a.m. – noon) - Candidates' Forum for Nepenthe homeowners at Dunbarton Cabana

Wednesday, May 27th, 5:00 pm - Annual Membership Meeting and Election

Election results will be emailed to the community on the 28th and posted on the Clubhouse bulletin board.

Saving a Life Starts with You

CPR CLASS

Cardio-Pulmonary Resuscitation Training
Presented by the Outreach Committee

Saturday, March 28, 2020
10:00 a.m. – 2:00 p.m.
Nepenthe Clubhouse

Fee: \$30 per person

Make checks payable to Nepenthe Association

This training will cover topics associated with cardiac events, choking and unresponsive victims

Build confidence with hands-on techniques in a relaxed, easy-to-learn environment

American Safety & Health Institute trainer certified in CPR and First Aid, Jimmy Mogannam



Family Spring Egg Hunt

Presented by the Outreach Committee

Saturday, April 11, 2020
10:30 a.m. – 12:30 p.m.
FREE!

Open to nieces, nephews, kids and grand-kids and the people who love them!

When you email
RSVP@NepentheHOA.com
you will be provided with the location



shutterstock.com • 587044295

Coast Landscape Herbicide Practices

At Coast we recognize that chemical safety is a very important issue for our customers and employees and take considerable precautions to ensure we are always safe and on the leading edge of the industry. Below is a little information about our training program for our team.

Safety for our crews and clients is our top priority. To encourage safe practices, we work closely with our crews in the field to oversee their work practices, hold multiple training days each year and have weekly safety meetings with all staff. We have always maintained a strong safety record. We are licensed and in compliance with all applicable laws and regulations.

Part of our safety culture is the proper use of herbicide. All our staff, regardless of whether or not they will be applying chemicals, are trained annually in an herbicide safety program. This training is done in English and Spanish. We want all crew members to be aware of its uses, storage requirements and to treat it with respect.

In addition, with each change of

season, employees are refreshed with training on the specific products applied during that season. Copies of these training records and product labels are kept in the trucks and office.

We seek to use herbicides wisely and only when necessary, at which point the least toxic effective chemicals are chosen for the safety of staff and public. Rather than utilizing a broadcast method, we target only specific areas of infestation with spot sprays. Only veteran employees who have proven understanding of chemical use and safety are permitted to use them. Any specialty product is applied only by a team member with a Qualified Applicators License.

Apart from herbicide use, Coast employs many non-chemical means for weed abatement including integrated pest management techniques, mechanical and manual removal, water management and environmental controls, like the bark replacement and replanting that is happening at Nepenthe.

PICKLEBALL, ANYONE?

There will be a Pickleball demonstration on Saturday, March 28 at 9am for Nepenthe residents.

Come join in! They'll be at the Clubhouse courts.

Wear tennis shoes so you can give it a try. Balls and paddles will be provided.



While beautiful, the pickleball courts look better when full of people having fun!

Tree Work, continued

The next big job will be spraying the Liquidambar trees to prevent them from fruiting. This treatment, when applied annually, can reduce the formation of the spiky balls by up to 80%.

The Grove is also preparing to remove some trees in the community. Trees with invasive root systems were approved for removal at 1425 University and 1411 Commons a couple of months ago, but required City approval as they qualify as "private protected trees" due to their size. The City has denied the first application, but The Grove has been authorized to conduct a root excavation for both locations. The goal is to show the City arborist that the trees are destructive and pose a danger.

At the March meeting, the Board approved a proposal for the removal of another Liquidambar which has a history of limb failure. This particular tree is located at 201 Dunbarton Circle.



Join a Committee

Nepenthe has several volunteer-based committees that are always looking for additional members. With seven active committees, it would be difficult to find one that does not interest you!

Here are a few of the committees and their responsibilities:

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

If you are interested in joining a committee, please request an application at the management office or fill one out online:

<https://nepenthehoa.com/committee-application/> .

Briefly:

- The April Board meeting will be on the 2nd Wednesday (the 8th) rather than on the 1st Wednesday which falls on April 1st– no fooling!
- Coast Landscape has turned on the irrigation system. If you see any issues with the system, please contact the office so we can get it fixed right away.
- Turf re-seeding is underway in parts of the community. If it appears that the landscaper is neglecting to mow, it is probably due to re-seeding. It is recommended to give the seed a little time to get estab-

lished before mowing.

- It is a proven fact that if one homeowner places a filled dog waste bag on top of the receptacle rather than in the receptacle, others will follow suit– even if the receptacle is completely empty.
- Friday, March 13th the management office will be closed, but the clubhouse will be open. Please complete a request form at the front desk and we’ll follow up with you Saturday or early the following week.
- The lap pool and the Dunbarton Cabana pool and spa will be heated

New Social Group

The Outreach Committee has a newly formed group meeting on the 4th Tuesday of the month at the Nepenthe Clubhouse. This is a time and space for women to share their time and talents. Our next gathering will be on March 24 at 6 PM.

Some of the ladies are making blankets for Sacramento Blankets for Sacramento Kids, Others are doing art projects, and some are playing games. Whatever you would like it to be. Join us and share your thoughts. Hope to see you there. 6-8 PM.

PS. If you have any Beanie Babies and would like to donate them, the Sacramento Blankets for Sacramento Kids would love to have them to go with some of the blankets that they donate.

If you have any questions, contact Outreach member Gerry at 916-900-4613.

when we have seven consecutive days of temperatures above 70 degrees.

- A homeowner in the community has submitted a request to the Board to consider installing a bocce ball court. The Board will review the request at their April 8 meeting.
- Volunteers are the lifeblood of Nepenthe. Things do not get done without the many individual homeowners that jump in and offer their time and resources. Consider joining in!

Board to Consider Rule Changes at Next Meeting

Number of Guests at Sports Courts

At the February open session, the Board resolved to allow four guests per resident for the Sports Courts to match the rule for the pool area. The specific rule changes are to the following Community Rules:

3.4.7 Guests

Nepenthe residents must accompany their guests in and around the sports courts. Residents are limited to four (4) guests per residence in the sports courts at one time.

Rule to be modified as follows:

4.5 Guests

Guests must adhere to all rules applicable to Owners and Residents plus the following rules that pertain specifically to them.

Guests must be accompanied by resident when using the amenities.

Long term guests, such as house sitters, may use the amenities independently if the resident provides a note to management in advance.

No more than four (4) guests per household in any of the pool areas or sports

courts at once.

This rule change is published in this newsletter to the community for the required 28-day notice period and will be brought back to the Board at their April meeting to be formally adopted. Any member wishing to comment on this proposed rule change are encouraged to email nepenthe.hoa@fsresidential.com to have their comments included in the next Board packet.

Repeal of 2014 Resolution 138 Which Allows Homeowners to Pay for Plantings in the Common Area

Resolution 138 can be seen on the www.NepentheHOA.com website at [THIS LINK](#).

In 2008, the roofs had just been replaced and the remaining Reserve Funds were insufficient for necessary siding and painting and the much needed remodel of the clubhouse. The membership approved a \$5,000 per unit Special Assessment to complete these necessary projects.

During this time, landscape improvements were also deferred. 2014 saw the completion of the clubhouse remodel– the final project for which the Special Assessment was earmarked. This is also the same year that the special Grounds Vision Committee, appointed in 2013, completed its report to the Board.

The [Grounds Vision Document](#) was the culmination of the months of work with the homeowners, a strategic planner, a landscape architect, local safety officials, the contract landscaper and management. It states that the mission of landscaping ef-

forts are to enrich the lives of Nepenthe residents and positively impact home values within the community.

What wasn't clear at that time was whether the Reserve Funds would be sufficient to achieve the vision and Resolution 138 was adopted to allow homeowners to participate in the cost of improving the landscape near their home.

Since that time, the Boards who have served have been diligent to follow the recommendations of the reserve analyst with the net effect that the landscape allocation has proven to be quite sufficient to complete necessary grounds improvements.

Resolution 138 was carefully written and the intent was for the association to maintain control over the plant selection and care. Only the association's landscaper was empowered to provide and plant the landscape materials and the homeowner was required to agree that, once in the ground, the plantings were the property of the association and that all maintenance actions were to be completed by the association and not the homeowner. Since its adoption twenty or so owners have taken advantage of the pro-

gram.

Most of the time, care was taken to ensure that the chosen plants were consistent with the current plant palette. Where there were deviations, it was with the understanding that the Grounds Committee was open to seeing how new plants would fare or to see how new plants would look with the rest of the landscape. Sometimes these experiments were successful and sometimes they were not.

Sometimes, homeowners had a hard time "letting go" after paying for plantings, but these occasions were, on the whole, rare.

The Grounds Committee was asked by the Board in 2019 to review the policies concerning homeowner landscape activities in the common area. At the February 19, 2020 Grounds Committee meeting, the committee voted to recommend repealing Resolution 138.

The directors discussed the recommendation from the committee and agreed to repeal after publishing notice to the membership and allowing a 28-day comment period as mandated by California civil code.

(Continued on page 7)

(Continued from page 6)

The directors also agreed to determine, with management, the procedures by which the landscape will be managed under the CC&Rs, Article V, Section 5.6(a) which states “Only the Association may remove any vegetation from or plant any vegetation on the Common Area.”

While it is the association’s purview and duty to maintain the common area landscape, they recognize that homeowners will have requests from time to time.

Having a process for evaluating the requests and providing timely responses that are fair and equitable is the Board’s goal.

This rule change is published in this newsletter to the community for the required 28-day notice period and will be brought back to the Board at their April meeting to be formally adopted. Any member wishing to comment on this proposed rule change are encouraged to email nepenthe.hoa@fsresidential.com to have their comments included in the next Board packet.

Notice of Rule Change: Architectural Criteria for Accessory Dwelling Units and Junior Accessory Dwelling Units

The last rule change the directors will consider adopting at their April 8th open session is a set of architectural criteria related to “mother-in-law” units.

Recent legislation in California mandate that homeowners associations may not unreasonably restrict homeowners

from constructing an Accessory Dwelling Unit (ADU) or a Junior Accessory Dwelling Unit (JADU) on their lots within the development.

The Nepenthe Architectural Review Committee has drafted the criteria enclosed with this newsletter for Board adoption. The association’s attorney, Mr. Brad Epstein of Angius-Terry has reviewed the document and his recommendations have been incorporated into the document.

This rule change is published in this newsletter to the community for the required 28-day notice period and will be brought back to the Board at their April meeting to be formally adopted. Any member wishing to comment on this proposed rule change are encouraged to email nepenthe.hoa@fsresidential.com to have their comments included in the next Board packet.



Presented by the
Nepenthe Outreach Committee

Tuesday, May 5
5:30 – 7:30 \$10

Fiesta
Nepenthe Clubhouse

RSVP@NepentheHOA.com



Nepenthe Clubhouse

Where the coffee is fresh and delicious and the faces are friendly!

This is true everyday, but especially on Saturday mornings from 10:00 am to noon.

Come by and get to know some of your neighbors. It’s a great way to start the weekend!



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 10:00am to 2:00pm
Sunday—Closed

www.NepentheHOA.com

Management Staff:

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

Christina Romero, Assistant Community Manager, Christina.Romero@fsresidential.com

Nirmal Dhesi, Assistant Community Manager, Nirmal.Dhesi@fsresidential.com

Other Important Contacts:

First Service Residential 24-hour 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): 3-1-1

Board of Directors:

President, Christina George President@NepentheHOA.com

Vice President, Linda Cook VicePresident@NepentheHOA.com

Secretary, Jan Summers, Secretary@NepentheHOA.com

Treasurer, William Vizzard Treasurer@NepentheHOA.com

Member at Large, Greg Beale Director@NepentheHOA.com

Committees

Board of Directors Open Session Meeting

**5:30pm in the Clubhouse
April 8, 2020**

Committee Meetings:

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

or on the bulletin board outside of the Clubhouse.

Architectural Review Committee

Chair: Jenny Smith

ARC@nepenthehoa.com

Elections Committee

Chair: Yvonne Del Biaggio

Finance Committee

Chair: Open

FinanceComm@nepenthehoa.com

Grounds Committee

Chair: Steve Huffman

GroundsComm@nepenthehoa.com

Insurance, Legal and Safety Committee

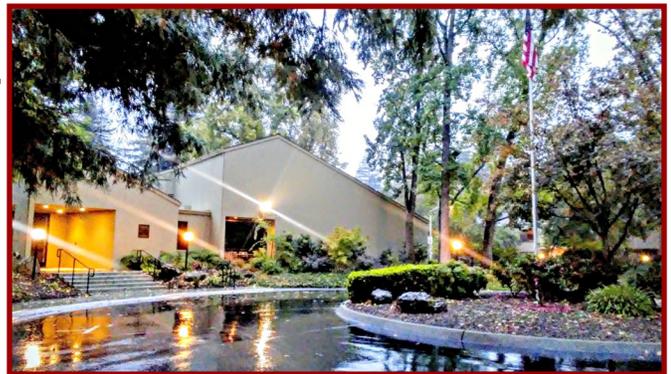
Chair: Nancy Arndorfer

ILS@nepenthehoa.com

Outreach Committee

Chair: Pam Livingston

Outreach@nepenthehoa.com



NEPENTHE ASSOCIATION

1131 Commons Drive
Sacramento, CA 95825
916-929-8380
Nepenthe.hoa@fsresidential.com

February 26, 2020

Notice of Board's Proposed Adoption of Architectural Criteria governing Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs)

Date: April 8, 2020

Time: 5:30 pm

Location: Nepenthe Clubhouse

Dear Homeowner:

Your Board is intending to adopt Architectural Criteria governing Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs). Please see the proposed criteria enclosed.

The intended purpose and effect of these criteria are to set forth requirements for homeowners to install ADUs and JADUs. The requirements include an application process and other obligations, all in compliance with State law.

The Board intends to adopt the criteria at its Board meeting on April 8, 2020 at 5:30 pm at the Nepenthe Association Clubhouse, 1131 Commons Drive, Sacramento, CA 95825.

You are invited to comment on these rules either by forwarding your written comments to the Board at the address above or by email to nepenthe.hoa@fsresidential.com, prior to the Board meeting, or by making comments at the Board meeting, before the Board adopts the rules. The Board, while obligated to listen to your comments, is not obligated to make changes based on those comments.

Sincerely,

Board of Directors

Enclosure

Nepenthe Association

Proposed Architectural Criteria governing Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs)

30. Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs)

Adopted by Board of Directors on _____.

a. Board Approval Required

Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) are permitted in the Nepenthe Association pursuant to applicable statutes and municipal codes. Before converting any existing residence and/or garage and starting any construction, homeowners are required to submit a Home Improvement Application to the Association for review by the Architectural Review Committee (ARC) and for approval by the Nepenthe Board of Directors. Unless specified in this policy, any capitalized terms used in this policy shall have the same meaning as defined in the Association's CC&Rs. Owners must carefully plan the construction of an ADU and JADU and understand the requirements that are associated with such construction. The Association's approval of an ADU or JADU is conditioned on the Owner continuously maintaining the statutorily required uses associated with their ADU or JADU.

b. Documents required to accompany the Home Improvement Application

The ARC will not review a Home Improvement Application until it receives a complete application package with all required information listed in this policy.

In addition to submitting a complete Home Improvement Application with all required plans, specifications, and drawings, an Owner desiring to install an ADU or a JADU must include the following: (1) the appropriate Nepenthe model number floor plan with proposals marked, (2) a written description of the proposal, (3) an architectural modification plan and elevations, (4) an analysis and/or report from a licensed structural engineer that confirms the ADU or JADU will not negatively impact the adjacent building and structure, (5) an analysis and/or report from a licensed civil engineer or other qualified professional that the ADU or JADU will not negatively impact the Association's and adjacent lots' sewers, drain and water lines, (6) appropriate approvals from the city or county of construction plans prior to the initiation of construction, and (7) signed permits from any required city or county agency with jurisdiction over the project.

After construction of an ADU or JADU is completed, the Owner must inform the Association in writing, at which time the Association will have a home inspector inspect the new ADU or JADU, at the Owner's expense, and compare it to the plans as submitted. The Owner will then give a home inspection fee deposit of \$500.00 to the Association, with any remainder fee owing due once the ARC signs off on the Notice of Completion. The Association shall complete its home inspection within 90 days following notice. If the Association fails to complete its home inspection within the 90 days required, the Association's right to conduct a home inspection shall be deemed as waived by the Association.

The Association's approval of an ADU or JADU will require the requesting Owner to enter into a use agreement that is recorded against their Unit that details the permitted uses, which include, without limitation, the below required terms and conditions:

c. Owner Occupancy

An ADU or JADU is only permitted for an Owner-occupied Lot. If the Owner rents or otherwise leases their Residence and no longer resides in the Residence as their primary residence, the Association's approval of the ADU or JADU is rescinded.

d. Selling your Lot with an ADU or JADU

If the Owner of a Lot with a rented-out ADU or JADU wishes to sell that Lot, the Lot can be sold only to a buyer who intends to occupy the primary residence if that buyer intends to continue renting out the ADU or JADU. An ADU or JADU cannot be sold separately from the primary residence.

e. Setbacks

Construction of an ADU must comply with applicable building codes and setback limitations. The Association reserves the right to require the Owner to provide, at the Owner's expense, a survey of the Owner's plat to mark the boundaries of the Lot if a new ADU construction is planned within six (6) feet of the boundary line.

f. Fences and Party Walls

Existing fences and party walls must remain as originally constructed.

g. Detached Accessory Dwelling Units (ADUs)

Exterior appearance: Nepenthe's architecture style is termed the Third (or Second) Bay Tradition. Among its characteristics are simple, geometric volumes and an absence of ornament. Any new detached ADU construction is required to utilize similar architecture that will harmonize and remain aesthetically consistent with its primary residence in terms of color, materials, and style. Without limiting the foregoing, any new detached ADU construction is limited to a single story in height not to exceed sixteen (16) feet, utilize the same T-111-style siding as on existing exteriors, the same peaked or shed roof with same type of shingles, and maintain the same look as the original Blomberg windows (two-sash sliders with narrow "Dark Walnut" (a dark bronze or brown-black) visible frame widths (as is described elsewhere in the Architectural Criteria)) as the primary residence. The color of the paint applied to new siding will remain the same as on the primary residence. All electrical, gas, plumbing or other infrastructure elements must be installed within the walls and is not permitted to run or otherwise be located on the exterior of the siding of the ADU. The gutter and downspout servicing a new roof must be of the same design as the existing ones. New construction will be in keeping with

existing Architectural Criteria for aspects that are governed by the Architectural Criteria.

Responsibility for maintenance of siding and roof, and cleaning of roof and gutters: the Association will maintain the siding and roof of the detached ADU however, the Board shall impose any costs associated with such maintenance to the Association as a Special Individual Assessment to the Owner of the Lot.

h. Residence Conversion -- modifying an existing house to contain an ADU or JADU

To maintain the cohesion of the appearance of Third Bay Tradition architecture style community, installation of a new window, sliding patio door, or entry/access door to the ADU or JADU, will be allowed only on an exterior wall within the fenced-in side yard or backyard of the Lot. The Association will not allow any other modifications of the exteriors of a Residence in connection with the construction of an ADU or JADU.

i. Garage Conversion -- converting a garage into an ADU or JADU

Garages are not to be torn down or removed.

Appearance: To maintain the residence's appearance of having an operating garage on its alley or street, Nepenthe requires that the original garage door must remain in the framed garage door opening and a partition wall must be constructed behind the garage door. The ARC may require the partition wall to include siding that matches the siding on the garage exterior. No windows are allowed in the garage door. No windows are allowed elsewhere in the partition wall constructed behind the garage door.

Windows and doors (man-doors) are allowed only on the two sides of the garage that face into the fenced backyards backyard area. The garage structure is to remain at its original height.

In order to ensure the Association can continue to fulfill its exterior maintenance obligations, which includes, without limitation, the painting of the garage door exterior and the partition wall that is constructed must allow for the garage door to open and close.

Exterior appearance: Any garage conversion construction is required to utilize architecture that will harmonize and remain aesthetically consistent with its primary residence in terms of color, materials, and style. Without limiting the foregoing, all the applicable conditions stated above in Section 5 shall apply, including, without limitation, the requirement for T-111 siding on the exterior, the need for the same paint color, the requirements for any peaked or shed roof to have the same type of shingles as the primary residence, and the same look of windows as described in the Architectural Criteria.

The Association shall continue to be responsible to maintain the exterior of the garage and other requirements as outlined in the CC&Rs. The Board shall impose any added costs associated with such maintenance as a Special Individual Assessment to the Owner of the Lot.

3/4/20	1) Accept slate of candidates from Nominating Committee	3/4/20
3/4/20	Board Meeting: Closed,4PM, Open 5:30pm	3/4/20
3/6/20	Nepenthe News Published	3/6/20
3/10/20	Insurance, Legal and Safety Committee Meeting 5:00pm	3/10/20
3/10/20	ARC Meeting 5:30pm	3/10/20
3/13/20	Financials published and distributed to Board and Finance Committee	3/27/20
TBD	Finance Committee meeting 4:00pm	
3/18/20	Outreach Committee Meeting 4:30pm	cancelled
3/20/20	Names of Self Nominated Board candidates due to Nepenthe Office	
3/20/20	Candidates statements and pictures due to office (to be included in the April newsletter and Ballot Packets mailed to homeowners)	3/20/20
3/24/20	Provide members with date, time and address where ballots are to be returned; the date, time and location at which the ballots will be counted; names of all candidates on ballot.	3/6/20
3/27/20	Lock in agendas	4/1/20
3/27/20	Committee Minutes due in mangement office	4/1/20
3/31/20	Manager posts agenda and distributes Board packets	
4/8/20	Board Meeting: Closed 4pm Open 5:30pm	
4/8/20	Record date for election	
4/10/20	Nepenthe News Published	
4/11/20	Egg Hunt	
4/14/20	Insurance, Legal,and Safety Committee Meeting 5:00 pm	
4/14/20	ARC Meeting 5:30 pm	
4/15/20	Outreach Committee Meeting 4:30pm	
4/15/20	Financials published and distributed to Board and Finance Committee	
4/16/20	Grounds Committee Meeting 3:00pm	
TBD	Finance Committee meeting 4:00pm	
4/20/20	Mail notice to Committee Chairs- to submit new applications for june Board meeting	
4/24/20	Election committee mails Ballot Packet, including statements and pictures, to homeowners (to be returned no later than May 27)	
4/25/20	(10:00 am-noon)-Candidates Forum for Nepenthe homeowners at Dunbarton Cabana	



Weekly Landscape Status Meeting
Tuesday, March 3, 2020
2:00 pm at General Manager's Office

MINUTES

Attending:

Betsi Ledesma, General Manager
David Culbertson, Coast Account Manager
Steve Huffman, Grounds Chair

Approved Work Status Check:

- Proposal 54, Zone 6B: Currently planting to be completed 3/6/20
- Proposal 53, Zone 5B: Looking to have completed by 3/13/20
- Proposal 52, Zone 4: hummingbird sage and persimmon tree still to be planted
- Proposal 51, Zone 6A: Currently planting hope to be done by 3/6/20
- Proposal 46, Zone 1: Sourced fifteen gallon camellias for front walkway at Clubhouse and they are due to arrive soon for planting.

Homeowner Requests:

- 21 Colby Court – Betsi is in email contact to set time to review concerns with owner and Grounds steward
- 700 Elmhurst – tree has been removed- David is revisiting the plant selection (no change to cost) and remediating the sod (will expect a NTE \$ from David) after the stump grinding (scheduled for today, 3/3/20)
- 1182 Vanderbilt – Viewed area in question. Work order 896608 placed 3/3/20 for one shrub to replace missing. Turf rehab planned for 2021
- 302 Dunbarton- WO 894257 placed 2/18/20 for root excavation will check Friday 3/6/20 for completion.

General Notes:

- Board is expected to approve Proposal 55 on 3/4/20.
- Board and management requesting Coast to provide a proposal for the eight monument islands ready for Grounds Committee on March 26 (have to Steve Huffman by March 20th for inclusion in advance materials) for possible approval at the April 8 Open Session of the Board.



- Manager made general note to look at tree wells while on zone walks with an eye towards delineating the wells with bender board and bark and looking at areas where untenable turf should be removed.

Updates on ongoing project(s) from Coast

- Drip conversion in Zone 1: Progress billing received today for \$29,514.75. David will send map to Bettsi showing completed areas for verification.
- Re-seeding – today grass in Zone 4 mowed short and will not be mowed again for maybe three weeks to allow the new seed to take root. Bettsi will include note in Friday eblast and Steve will advise the Grounds Stewards.



Weekly Landscape Status Meeting
Tuesday, March 10, 2020
2:00 pm at General Manager's Office

MINUTES

Attending:

Betsi Ledesma, General Manager
David Culbertson, Coast Account Manager

Approved Work Status Check:

- Proposal 55, Zone 1: Approved by Board 3/4/20
- Proposal 54, Zone 6B: 95% complete
- Proposal 53, Zone 5B: 80% complete- awaiting moss and mulch- may need to adjust total plant count
- Proposal 52, Zone 4: hummingbird sage and persimmon tree still to be planted (projected for end of March)
- Proposal 51, Zone 6A: 95% complete
- Proposal 46, Zone 1: 100% Complete!

Homeowner Requests:

- 21 Colby Court – Betsi met with homeowner- let's discuss standard for shrub heights next to garages- David will see that shrubs adjacent to driveways remain below 36" for the most part.



- 700 Elmhurst – tree has been removed and stump is ground. David is revisiting the plant selection (no change to cost) and remediating the sod (will expect a NTE \$ from David) due for review next Tuesday the 17th.
- 1182 Vanderbilt – Viewed area in question. Work order 896608 placed 3/3/20 for one shrub to replace missing. Turf rehab planned for 2021. Provide WO status



- 302 Dunbarton- WO 894257 placed 2/18/20 for root excavation. Bettsi will check for completion.
- 3/6/20- received report from resident at 1118 Vanderbilt about new plantings not getting water. He later reported that no one came out. Management neglected to place a work order. Issue was looked at Monday- one plant failed and will be replaced under warranty. Going forward, a work order must be placed for service.

General Notes:

- Board and management requesting Coast to provide a proposal for the eight monument islands ready for Grounds Committee on March 26 (have to Steve Huffman by March 20th for inclusion in advance materials) for possible approval at the April 8 Open Session of the Board.
- Manager made general note to look at tree wells while on zone walks with an eye towards delineating the wells with bender board and bark and looking at areas where untenable turf should be removed.
- Zone 7 Levee berm- Spoke to ARFC District Superintendent Ross Kawamura, 916-708-7017, ross@arfd.org. He advised that they can take over the maintenance. David noted after the phone call that it will be important to be mindful of the redwoods' needs before considering turning over maintenance. Bettsi will talk to Christina George about next steps.
- Howe Ave. berm- David will be submitting a proposal before Grounds Committee.
- Invasive grass species discussion- scheduled for 2021. David will provide some pricing estimates so Reserve Funds can be available,
- Discussed the two roundabouts in the community- at the end of Commons and the one in front of the main clubhouse. Both need renovation. Will discuss further in the future.

Updates on ongoing project(s) from Coast

- Drip conversion in Zone 1: Progress billing received for \$29,514.75. David provided map to Bettsi showing completed areas for verification.
- Re-seeding Zone 4 – completed last week.
- Growth regulator will be applied to selected shrubs to help them maintain their shape between trimming periods.



Weekly Landscape Status Meeting
Tuesday, March 17, 2020
2:00 pm at General Manager's Office
MINUTES

Attending:

Betsi Ledesma, General Manager
David Culbertson, Coast Account Manager

Approved Work Status Check:

- Proposal 55, Zone 1: Approved by Board 3/4/20. Work will commence when drip conversion is complete. Extra crews are on drip conversion to move project along.
- Proposal 54, Zone 6B: 95% complete, missing one plant which has proven difficult to source, 408 Elmhurst has been seeded rather than receive sod patches to achieve a better final look.
- Proposal 53, Zone 5B: 90% complete- awaiting moss and mulch- may need to adjust total plant count- anticipate completion by next week
- Proposal 52, Zone 4: hummingbird sage and persimmon tree still to be planted (projected for end of March)
- Proposal 51, Zone 6A: 95% complete
- Proposal 46, Zone 1: Camellias are not correct variety and will need to be changed out.

Homeowner Requests:

- 21 Colby Court – Betsi met with homeowner- let's discuss standard for shrub heights next to garages- David will see that shrubs adjacent to driveways remain below 36" for the most part.



This was completed 3/17/20.

- 700 Elmhurst – tree has been removed and stump is ground. David is revisiting the plant selection (no change to cost) and remediating the sod (will expect a NTE \$ from David) due for review next Tuesday the 17th. Should be completed by the end of day 3/17/20.



- 1182 Vanderbilt – Viewed area in question. Work order 896608 placed 3/3/20 for one shrub to replace missing. Turf rehab planned for 2021. Provide WO status. Plants are being ordered with Zone 1 plants for economy of scale. Should be completed by 3/27/20.
- 302 Dunbarton- WO 894257 placed 2/18/20 for root excavation. Bettsi will check for completion.

General Notes:

- Board and management requesting Coast to provide a proposal for the eight monument islands ready for Grounds Committee on March 26 (have to Steve Huffman by March 20th for inclusion in advance materials) for possible approval at the April 8 Open Session of the Board. In process as of 3/17/20
- Manager made general note to look at tree wells while on zone walks with an eye towards delineating the wells with bender board and bark and looking at areas where untenable turf should be removed.
- Zone 7 Levee berm- Spoke to ARFC District Superintendent Ross Kawamura, 916-708-7017, ross@arfdc.org. He advised that they can take over the maintenance. David noted after the phone call that it will be important to be mindful of the redwoods' needs before considering turning over maintenance. Bettsi will talk to Christina George about next steps.
- Reviewed proposal for Howe Ave. berm- discussed options for pricing and presentation of proposal to Grounds Committee- David will further refine the language and structure of the proposal.
- Invasive grass species discussion- scheduled for 2021. David will provide some pricing estimates so Board can assure that Reserve Funds can be available if they agree to move forward on this project.
- Discussed the two roundabouts in the community- at the end of Commons and the one in front of the main clubhouse. Both need renovation. Will discuss further in the future.

Updates on ongoing project(s) from Coast

- Drip conversion in Zone 1: Progress billing received for \$29,514.75. David provided map to Bettsi showing completed areas for verification.
- Growth regulator will be applied to selected shrubs to help them maintain their shape between trimming periods.



Weekly Landscape Status Meeting

Tuesday, March 24, 2020

2:00 pm by Teleconference

MINUTES

Attending:

General Manager, Bettsi Ledesma

Landscape Manager, David Culbertson

Grounds Chair, Steve Huffman

Approved Work Status Check:

- Proposal 55, Zone 1: Approved by Board 3/4/20. Work will commence when drip conversion is complete. Extra crews, including the planting crew, are on drip conversion to move project along. All work necessary to prepare for the Zone 1 remediations will be completed by 3/27/20.
- Proposal 54, Zone 6B: 95% complete, missing one plant which has proven difficult to source, 408 Elmhurst has been seeded rather than receive sod patches to achieve a better final look.
- Proposal 53, Zone 5B: 90% complete- awaiting moss and mulch- may need to adjust total plant count- anticipate completion by next week
- Proposal 52, Zone 4: hummingbird sage and persimmon tree still to be planted (projected for end of March)
- Proposal 51, Zone 6A: 95% complete
- Proposal 46, Zone 1: Camellias are not correct variety and will need to be changed out.

Work Orders Status:

- Landscaper to provided an update on open work orders. Manager had run the report from Connect which showed 36 open work orders. 27 are pertaining to approved proposals 51 through 55. As they are completed, future proposals will receive a single work order authorizing the proposal to help keep the open work order list manageable. The remaining nine work orders are in progress or completed. David will come to next meeting with status updates.

Homeowner Requests:

- 2/26/20, 109 Dunbarton. Homeowner requesting improvements at front entry where ground cover is choked with weeds. David will bring proposal next week. Management will update the owner.



- 1182 Vanderbilt – Viewed area in question. Work order 896608 placed 3/3/20 for one shrub to replace missing. Turf rehab planned for 2021. Anticipate closing by end of next week.
- 700 Elmhurst – Plant choices made for this area on Proposal 51 were for shade, but Locust tree at this address was removed just as planting was to take place. David brought alternative plant list to meeting to be installed at no additional cost:
 - Plant 3 euphorbias (1 gallon)
 - 1 loropetalum jazz hands (5 gallon)
 - Mulch 1 yard
 - Sod 100 sq ft

Management will update work order 892594. David also proposes a 15-gallon Pistache tree for \$350. Management will research Grounds Vision Document and check with Paul Dubois regarding the preferred size of new trees and will be ready to discuss with the group next week.

- 302 Dunbarton- WO 894257 placed 2/18/20 for root excavation. Bettsi has emailed Paul for status. From Paul 3/24/20: I am waiting on a permit to go into the root zone of that tree from the City, I followed up this morning and I have not yet had a response. I will have this done as soon as we have a permit.

Committee Notes:

- From Zone 5 Steward, Markus Dascher:
 - Near the corner of Elmhurst and Vanderbilt. Weeds growing around tree, and light bulb out at monument. (Manager’s note: Work order to remove weeds and nursery stake. Also place W.O. with Elite to replace light bulb.)



- 2nd and 3rd picture is of two sprinklers that leak water constantly and spray into the street. There is a lot of water wasted. Location- end of alley at 1045-1125 Vanderbilt. (Manager’s note: Work order for irrigation tech to investigate and repair.



- 1410 Commons Dr. garden hose left on ground. I have noticed that hose for quite some time. It is a little unsightly, but more important, it is impossible for coast to clean up nicely in that corner. Would it be possible to remind that home owner to roll up the hose? I do not want to come across as a pain in the ... I am just looking out for the community (Manager note: send courtesy notice)



- 1245 Vanderbilt- brought to my attention that several years ago when the landscape company repaired the drip/sprinkler system they damaged or killed the Ivy. It is unsightly the way it looks, and Mike and Kathy would really appreciate if we could fill in the Ivy with more Ivy. I think it wouldn't take more than a large flat of young Ivy plants.



It was agreed at this meeting to have David prepare a proposal to remediate which would include laying bark and ivy planting.

Tree Work:

- Tree Work report from Paul Dubois:



- 1425 University- the crew trenched along the home foundation went down 2' and found no intruding roots or signs of any damage to the foundation. At this point the city had denied the trees removal unless there was evidence the roots were affecting the structure, since there was none I'd say there isn't much we can do further at this time.
- 1411 Commons- I was on site during the removal of the slab of concrete there are several large roots, I documented these roots and send the City Arborist an update. Further I directed the crews to trench along the side of the homes foundation and again there was no evidence of tree roots affecting the home foundation. As for now we cannot remove the tree or sever these large roots as close as they are to the base of the tree I believe that cutting the roots puts the tree at further risk of failure and decline. Steve with the city offered some alternatives to laying new concrete that could be considered. I will list those and send also include his reply to me below.
 - Asphalt cold patch
 - Spanning the area with a bridge
 - Rerouting the pathway all together
 - Letter from City arborist:

Good Morning Paul,

I am writing you this morning to acknowledge having received your email below and elaborate on the situation.

Let me begin by referencing the code language that pertains to the situation.

12.56.050 Tree Permits.

B. Issuance for private protected trees.

c. That the tree or its roots are causing, or threatening to cause, damage to any main structure on the property or on any adjacent property and there are no reasonable alternative means to mitigate the damage or threatened damage while minimizing the impact on the tree Reasonable alternative means of mitigation include, but are not limited to, cutting tree roots, trimming the tree canopy, or installing a root barrier. Removing, relocating, or in any way altering any main structure on the property shall not be considered a reasonable alternative means of mitigation..



I am not able to issue a permit to remove based on the provided information because the walkway in question is not considered a main structure of the property. I acknowledge the presence of roots have caused damage to the walkway, however, there are many alternatives for the walkway that do not involve severing roots within the CRZ.

Another issue with issuing a permit to remove is that your original request to remove was converted to a request to encroach into the TPZ on 1-15-20 and you were issued a TPZ encroachment permit on 1-23-20. Urban Forestry currently does not have an active permit application pertaining to this matter.

Management will work with Paul to request a meeting with the City Arborist on site to review these options. Steve will attend the meeting as well.

General Notes

- Coast is going to provide a proposal for the eight monument islands for Grounds Committee review by March 27 for possible approval at the April 8 Open Session of the Board. Coast Landscape Designer Greg has been brought in to design the renovations.
- Zone 7 Levee berm- It is agreed to leave the maintenance in the association's hands rather than to turn over to ARFCD. Coast will prepare proposal for creating a more natural grass appearance that will require less water and less maintenance.
- Howe Ave. berm proposal- David is refining the language and structure of the proposal and will bring it to our next meeting on 3/31/20.
- Invasive grass species discussion- scheduled for 2021. David will provide some pricing estimates so Board can assure that Reserve Funds can be available if they agree to move forward on this project. Goal date: 5/19/20 in time for beginning Reserve Study update.
- Roundabout at the end of Commons- David will bring proposal for renovation to next meeting on 3/31/20.
- Roundabout in front of the main clubhouse- this renovation will be completed in the future- no dates at this time.



Weekly Landscape Status Meeting

Tuesday, March 31, 2020

2:00 pm by Teleconference

MINUTES

Attending:

General Manager, Bettsi Ledesma

Landscape Manager, David Culbertson

Grounds Chair, Steve Huffman

Christina George, Board Liaison

Approved Work Status Check:

- Proposal 55, Zone 1: Approved by Board 3/4/20. Work will commence when drip conversion is complete. Extra crews, including the planting crew, are on drip conversion to move project along. All work necessary to prepare for the Zone 1 remediations will be completed by 3/27/20. **Demo is being done right now.**
- Proposal 54, Zone 6B: 95% complete, missing one plant which has proven difficult to source, 408 Elmhurst has been seeded rather than receive sod patches to achieve a better final look. **Substitutions to be ordered from nursery that has remained open.**
- Proposal 53, Zone 5B: 90% complete- awaiting moss and mulch- may need to adjust total plant count- anticipate completion by next week. **Substitutions to be ordered from nursery that has remained open.**
- Proposal 52, Zone 4: hummingbird sage and persimmon tree still to be planted (projected for end of March) **Substitutions to be ordered from nursery that has remained open.**
- Proposal 51, Zone 6A: 95% complete **Substitutions to be ordered from nursery that has remained open.**
- Proposal 46, Zone 1: Camellias are not correct variety and will need to be changed out. **The incorrect camellias will be planted as part of proposal 55. Search will continue for correct camellias.**

Work Orders Status:

- Landscaper provide an update on open work orders by email after the meeting:
 - 900580- Juan fixed a broken sprinkler on 3/31/20
 - 900475- Netafim was broken, Juan repaired the broken line
 - 900464—broken sprinkler replaced



- 900156- 2257 Swarthmore, Juan has checked the irrigation and has not found any breaks, the irrigation is still running only once a week for a couple of minutes- I will assess the health of the camellia this week.
- 899897- 109 Dunbarton- site was clean of weeds, I would like to remove the xylosma (2) and nandina on the corner and replant it with something more lively and updated (5 loropetalum jazz hands, 5 verbena and a pittosporum) total cost for removal, plants, and mulch would be \$535.
- 899893- 1245 Vanderbuilt- mulch around the streetside/alley way would make it look better. It would look good to add cobble around the sign with a couple of larger rocks, as well as some rocks at the redwood to help retain the mulch were the slope is too steep (7 in total)- for cobble, rocks, and mulch it would cost \$795. If desired we could add 3 verbena at the walkway at the house to give it a pop of color (additional \$57).
- 899882- weeping valve replaced
- 899877- Jose removed weeds/nursery stake
- 899716- Jose pruned the bushes.

Homeowner Requests:

- 2/26/20, 109 Dunbarton. Homeowner requesting improvements at front entry where ground cover is choked with weeds. **David will email proposal to the group.**
- 1182 Vanderbilt –Work order 896608 placed 3/3/20 for one shrub to replace missing. Anticipate closing by end of next week. **Planting is complete.**
- 700 Elmhurst – Coast proposes a 15-gallon Pistache tree for \$350. **Bettsi provided Paul’s recommendation which agrees with proposal. We’ll place work order authorizing.**
- 907 Dunbarton – 3/27/20 Owner has a missing nandina against fence. Bettsi will check in person on Friday and place WO if appropriate. **Info only- no action at this meeting.**
- 1161 Vanderbilt- 3/31/20 Irrigation concern in alley. WO 900665 was created for Coast. **Info only- no action at this meeting.**
- 1653 University – 3/31/20 Concerned that tree in front of unit is dead. We’ve sent inquiry to Paul to have him check it out. Paul emailed same day- tree is alive and provided photo of budding. Management will let homeowner know. **Info only- no action.**



Committee Notes:

- From Zone 1 Steward, Ron Holehouse:
Could you please ask David if he would have someone put wood chips around the tree that was planted recently between 1049 and 1051 Commons. They forgot it when it was planted and Joel has weeded, so it's already to go.
David will make sure this gets taken care of.

Tree Work:

Discussed re-routing walkway at 1411 Commons to meet south walkway. **Steve will talk to zone stewards to see if they agree and, concurrently, Bettsi will meet with concrete contractors before next Tuesday to get their recommendations.**

General Notes

- Zone 7 Levee berm- It is agreed to leave the maintenance in the association's hands rather than to turn over to ARFCD. Coast will prepare proposal for creating a more natural grass appearance that will require less water and less maintenance. **Steve, David and Bettsi to meet at berm next Friday, the 10th after the zone walk.**
- Invasive grass species discussion- scheduled for 2021. David will provide some pricing estimates so Board can assure that Reserve Funds can be available if they agree to move forward on this project. **Goal date: 5/19/20 in time for beginning Reserve Study update.**
- Roundabout at the end of Commons- David will bring proposal for renovation by **4/30/20.**
- Roundabout in front of the main clubhouse- this renovation will be completed in the future- **no dates at this time.**
- Discussed email address GroundsComm@NepentheHOA.com. Bettsi needs to receive these emails as well since it is being used by homeowners to make routine requests. **Bettsi will get in touch with webmaster to make it so.**



- Mike Caplan, 1242 Commons, Campus Commons shared with Steve his concern about a birch tree on our property that has had a previous limb failure. **Management will place a work order for Paul to meet with Steve Huffman and evaluate tree so Steve can follow up with Mike.**

March 20, 2020

I am a senior analyst at Covered California and formerly worked for CDPH writing regulations, as well as compliance enforcement. I understand the necessity of closing the pools, fitness room and clubhouse. Please note that the county has not closed tennis courts to the public and this measure goes beyond current guidelines. I do not believe that tennis courts fall within this "group setting" and the public can take its own precautions with social distancing, sanitizing, etc. I live with my 11 year old son and I did go and play tennis yesterday only to be scolded by one of the cranky residents here asking me to read the HOA email. I certainly am not licking the doorknob to the court and am using hand sanitizer wherever I go, but that is a risk I take. In my opinion, it is much riskier to go through the Taco Bell drive through in a "contactless" transaction ordering food online as I cannot guarantee the staff there has taken the preventative care in making my food safe. I am of the understanding that Rio del Oro did have to close as it is a "fitness center", but they are working to reopen the courts on a limited basis. Please also understand that regulations are written to address issues and cannot cover every situation, but one must look at the "intent" of the law. Yes, the fitness room is too at risk for community spread. However, tennis courts are safe with social distancing, sanitizing, etc.... We are much more at risk elsewhere such as pumping gas in our cars, etc....

In short, I ask that the Board take this up as an additional action item at its next meeting. I have asked the County to clarify the mandate with respect to tennis courts, but I do think closing the courts is overstepping as there is so little we can do these days. It especially oversteps for people such as myself with my son, couples, etc. I understand the Board needs to comply with the new guidelines, but it would be better if the courts are to remain open and used at their own risk but in accordance to social distancing requirements, etc.

Thanks,

Ashley Tangeraas

1317 Vanderbilt Way

Date: March 21, 2020 at 1:24:48 PM PDT

To: Christina George, Linda Cook, Jan Summers, Will Vizzard, Greg Beale

Subject: Fwd: Nepenthe Tennis Courts

Hello

I'm forwarding a letter to the Board from a Nepenthe resident that I'm not sure you have seen. She is asking the Board to rescind its order to close the tennis courts. She makes the point that while the County has not specifically addressed tennis courts as an "essential outdoor activity", the intent is there to allow play so long as social distancing is observed.

I did a tour of public courts yesterday and found that Ashton Park, Shelfield Park, McKinley Park, and Sierra Oaks Park all had open tennis courts and were full of players. Also, the Campus Commons courts adjacent to Hartnell Drive were full of players and their Park Board has made no move to close the courts.

Additionally, I spoke in person with 2 County Park rangers, and 2 Sacramento Police Officers who all told me the same thing: there are no plans to close parks or tennis courts and playing tennis is permissible so long as appropriate social distancing is observed.

I join Ashley Tangeraas, and many other tennis players, in asking that the closure order be rescinded immediately.

Respectfully

John Baker
2256 Swarthmore Drive

Bettsi Ledesma

From: Bill Endicott <wendicott01@gmail.com>
Sent: Friday, March 27, 2020 11:27 AM
To: Bettsi Ledesma
Subject: tennis

Hi Bettsi: Just want to join John Baker is asking the board to open the tennis courts at the clubhouse. Pretty easy to keep social distance on the courts. Thank you. Bill Endicott

Bettsi Ledesma

From: Christina George <cjadot@me.com>
Sent: Friday, March 27, 2020 12:01 PM
To: Bettsi Ledesma
Cc: linda cook
Subject: Fwd: tennis courts

FYI

Sent from my iPhone

Begin forwarded message:

From: gerald dworkin <jerryucd@gmail.com>
Date: March 27, 2020 at 11:52:44 AM PDT
To: "President@nepenthehoa.com" <President@nepenthehoa.com>
Subject: tennis courts

Hi,

I am writing as a resident who has played on the Nepenthe courts for 10 years. I practice social distancing and quarantine. But nothing in the orders issued by state and county organizations requires Nepenthe to lock up its tennis courts. Indeed the orders encourage outdoor activities such as running, walking and hiking as long as distancing is preserved. If I play singles the closest I ever come to my partner is 10 feet.

In addition to not being required the shut down is positively harmful. Since the gym in Nepenthe is now closed—reasonably—the only vigorous and lengthy exercise I get is tennis.

I strongly urge the Board of Directors to open the tennis courts again.

April 3, 2020

I'm writing to request that our tennis courts be freed for us to use. I understand the concern for people's health, but I would submit that Nepenthe residents are very careful about following the rules regarding social distancing and taking precautions that keep them safe. (Using Purell and antiseptics wipes when touching objects.)

Tennis is not a contact sport. Even playing doubles, people are easily more than 6 ft. apart. Public courts are still open, and they have less control over who uses their courts. We are lucky to limit access only to our neighbors and friends who live here.

Those of us who like to get out and be active (and love playing tennis) would really appreciate the board's consideration of making our courts available again.

Thanks for all you are doing.

Bev Humphrey
2244 Swarthmore

March 30, 2020

Hi Bettsi,

I'm FINALLY getting to this newsletter and, honestly Bettsi, I had hoped the approach of our Board had changed!

Why can't homeowners offer to pay for a tree or shrub?? It's certainly true that the HOA wouldn't be able to provide enough plants or a tree in some places to make an area better or plant a favorite tree. I also cannot comprehend why a homeowner is "prohibited" from pulling a weed, collecting & discarding dropped twigs or camellia flowers, or dead leaves....etc? The gardeners can't do it. This place is too big and they're not paid to do it.

Why would a homeowner be limited to "4" people at the pool area? There's hardly ever anyone there! When my sister and her daughter visit there is ALWAYS more than 4 people. What is this about??? Where is this serious abuse? People having too much fun and making noise laughing? I'm glad that dogs on a leash are still allowed.

Since this health emergency, I have seen more people out and about than ever before and people of ALL ages! Families, children and lots of youthful energy. I love it! The Board needs to welcome more of this in the good times too. People need not be afraid to be seen outside their front doors or sitting around the beauty without someone questioning them about what they are doing!

This is such a lovely place, we are so fortunate, why are we spoiling this?

If you tell me I should come to a board meeting to express my views, I'll say "no, thank you." They are rigid, undemocratic and negative. I won't expose myself to that. There is a lack of opportunity for people to give feedback on agenda items, the seating arrangement and public input is strictly organized to restrict comments and maintain control.

I hope you will pass this on. Thanks alot!

Lynne Goldsmith
2243 Swarthmore



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

March 4, 2020, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER

Present	Board Member	Position
X	Christina George	President
X	Linda Cook	Vice President
X	Will Vizzard	Treasurer
X	Jan Summers	Secretary
X	Greg Beale	Member at Large

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on March 4, 2020 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.
- b. **Contracts Disclosure.** The following proposals were approved in Executive Session:
 - i. Fruit Prevention Treatment for two pear trees, \$360, The Grove Total Tree Care.
 - ii. Tree removal of Liquidambar located at 201 Dunbarton, \$3,995, The Grove Total Tree Care.
 - iii. Zone 1 Landscape Remediations, \$18,924.00, Coast Landscape.
 - iv. Repairs to clubhouse siding and door to fitness center, fee to be negotiated, James E. Williams & Son, Inc.

III. COMMITTEE REPORTS

- a. Architectural Review Committee, no report beyond submitted minutes which recommend approval for Criteria for ADUs and JADUs.
- b. Finance Committee (no report)
- c. Grounds Committee, no report beyond submitted minutes
- d. Insurance, Legal and Safety Committee, no report beyond submitted minutes
- e. Outreach Committee, no report beyond the submitted minutes

IV. MANAGEMENT REPORT – The following reports were provided to the Board in their advance materials:

- a. Management actions since the last Board meeting
- b. Financial Report including Reserve Tracker
- c. February Nepenthe News
- d. 2020 Master Calendar

e. Landscape Work Status Meeting Minutes

V. **HOMEOWNER COMMENTS-** A few homeowners provided commentary on the agenda and the state of the community overall.

VI. **CONSENT CALENDAR**

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

Motion: Director Cook

Second: Director Beale

Vote: All in favor

Begin Consent Calendar

- a. The Open Session minutes dated February 5, 2020 are approved as presented.
- b. The Board accepts the January 2020 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflect a positive year to date variance of \$162,030 and reserve funding of \$1,989 compared to the reserve funding budget of \$181,623. The remainder of the January reserve funding was made in February and will be reflected on the next financial report. The Association has \$430,014 in operating funds, which represents 1.49 months of budgeted expenses and reserve contributions. The Association has \$8,503,049 in reserve funds. Please see the Management report for more information.
- c. The Directors have reviewed the applications and therefore appoint the following individuals to the designated committees:

Aubrey Lara	Finance Committee
Susan Timmer	Finance Committee
Helga Dicker	Grounds Committee
Markus Dascher	Grounds Committee

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

End Consent Calendar

VII. **UNFINISHED BUSINESS**

A. **Accessory Dwelling Unit Criteria**

Resolution: The Board has reviewed the proposed criteria governing the installation of Accessory Dwelling Units and Junior Accessory Dwelling Units within the association and directs management to publish the proposed criteria to the membership for comments. Final Board adoption is scheduled for April 8, 2020.

Motion: Director Beale

Second: Director Vizzard

Vote: All in favor

VIII. **NEW BUSINESS**

A. Nominating Committee – Slate of Candidates

In conformance with the Nepenthe Bylaws, the Nominating Committee has submitted its report to the Board.

No Action Required: Review and File

B. Repeal Resolution 138 Which Allows Homeowners to Pay for Plantings in the Common Area

Resolution: The Board has reviewed and considered the recommendation for repeal of Resolution 138 and directs management to publish notice to the membership for comments. Final Board repeal is scheduled for April 8, 2020.

Motion: Director Cook

Second: Director Beale

Vote: Directors George, Cook, Summers and Beal: Yes, Director Vizzard: Abstain

C. Adopt Revised Delinquency Policy

Resolution: The Delinquency Policy dated June 1, 2020 is adopted as presented reflecting the updated AMS collection costs. The Board approves publishing the new Delinquency Policy via the newsletter.

Motion: Director Vizzard

Second: Director Beale

Vote: All in favor

IX. HOMEOWNER COMMENTS: One homeowner provided commentary on state of community.

X. NEXT MEETING: Wednesday, April 8, 2020 at 5:30 pm in the Nepenthe Clubhouse

XI. ADJOURN 5:59 pm

NEPENTHE

March 16, 2020

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

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

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

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

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

Date	Account No.	Total Amt Due	Past Due Assessment Only	Approved	Denied	Comment
03/16/20	2389-02	\$1,608.90	\$1,557.00			

Deferred Items from prior meeting

Date	Account No.	Total Amt Due	Past Due Assessment Only	Approved	Denied	Comment

Any two (2) Board members must sign:

By: _____ Date: _____

By: _____ Date: _____

NEPENTHE ASSOCIATION

1131 Commons Drive
Sacramento, CA 95825
916-929-8380
Nepenthe.hoa@fsresidential.com

February 26, 2020

Notice of Board's Proposed Adoption of Architectural Criteria governing Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs)

Date: April 8, 2020

Time: 5:30 pm

Location: Nepenthe Clubhouse

Dear Homeowner:

Your Board is intending to adopt Architectural Criteria governing Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs). Please see the proposed criteria enclosed.

The intended purpose and effect of these criteria are to set forth requirements for homeowners to install ADUs and JADUs. The requirements include an application process and other obligations, all in compliance with State law.

The Board intends to adopt the criteria at its Board meeting on April 8, 2020 at 5:30 pm at the Nepenthe Association Clubhouse, 1131 Commons Drive, Sacramento, CA 95825.

You are invited to comment on these rules either by forwarding your written comments to the Board at the address above or by email to nepenthe.hoa@fsresidential.com, prior to the Board meeting, or by making comments at the Board meeting, before the Board adopts the rules. The Board, while obligated to listen to your comments, is not obligated to make changes based on those comments.

Sincerely,

Board of Directors

Enclosure

Nepenthe Association

Proposed Architectural Criteria governing Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs)

30. Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs)

Adopted by Board of Directors on _____.

a. Board Approval Required

Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) are permitted in the Nepenthe Association pursuant to applicable statutes and municipal codes. Before converting any existing residence and/or garage and starting any construction, homeowners are required to submit a Home Improvement Application to the Association for review by the Architectural Review Committee (ARC) and for approval by the Nepenthe Board of Directors. Unless specified in this policy, any capitalized terms used in this policy shall have the same meaning as defined in the Association's CC&Rs. Owners must carefully plan the construction of an ADU and JADU and understand the requirements that are associated with such construction. The Association's approval of an ADU or JADU is conditioned on the Owner continuously maintaining the statutorily required uses associated with their ADU or JADU.

b. Documents required to accompany the Home Improvement Application

The ARC will not review a Home Improvement Application until it receives a complete application package with all required information listed in this policy.

In addition to submitting a complete Home Improvement Application with all required plans, specifications, and drawings, an Owner desiring to install an ADU or a JADU must include the following: (1) the appropriate Nepenthe model number floor plan with proposals marked, (2) a written description of the proposal, (3) an architectural modification plan and elevations, (4) an analysis and/or report from a licensed structural engineer that confirms the ADU or JADU will not negatively impact the adjacent building and structure, (5) an analysis and/or report from a licensed civil engineer or other qualified professional that the ADU or JADU will not negatively impact the Association's and adjacent lots' sewers, drain and water lines, (6) appropriate approvals from the city or county of construction plans prior to the initiation of construction, and (7) signed permits from any required city or county agency with jurisdiction over the project.

After construction of an ADU or JADU is completed, the Owner must inform the Association in writing, at which time the Association will have a home inspector inspect the new ADU or JADU, at the Owner's expense, and compare it to the plans as submitted. The Owner will then give a home inspection fee deposit of \$500.00 to the Association, with any remainder fee owing due once the ARC signs off on the Notice of Completion. The Association shall complete its home inspection within 90 days following notice. If the Association fails to complete its home inspection within the 90 days required, the Association's right to conduct a home inspection shall be deemed as waived by the Association.

The Association's approval of an ADU or JADU will require the requesting Owner to enter into a use agreement that is recorded against their Unit that details the permitted uses, which include, without limitation, the below required terms and conditions:

c. Owner Occupancy

An ADU or JADU is only permitted for an Owner-occupied Lot. If the Owner rents or otherwise leases their Residence and no longer resides in the Residence as their primary residence, the Association's approval of the ADU or JADU is rescinded.

d. Selling your Lot with an ADU or JADU

If the Owner of a Lot with a rented-out ADU or JADU wishes to sell that Lot, the Lot can be sold only to a buyer who intends to occupy the primary residence if that buyer intends to continue renting out the ADU or JADU. An ADU or JADU cannot be sold separately from the primary residence.

e. Setbacks

Construction of an ADU must comply with applicable building codes and setback limitations. The Association reserves the right to require the Owner to provide, at the Owner's expense, a survey of the Owner's plat to mark the boundaries of the Lot if a new ADU construction is planned within six (6) feet of the boundary line.

f. Fences and Party Walls

Existing fences and party walls must remain as originally constructed.

g. Detached Accessory Dwelling Units (ADUs)

Exterior appearance: Nepenthe's architecture style is termed the Third (or Second) Bay Tradition. Among its characteristics are simple, geometric volumes and an absence of ornament. Any new detached ADU construction is required to utilize similar architecture that will harmonize and remain aesthetically consistent with its primary residence in terms of color, materials, and style. Without limiting the foregoing, any new detached ADU construction is limited to a single story in height not to exceed sixteen (16) feet, utilize the same T-111-style siding as on existing exteriors, the same peaked or shed roof with same type of shingles, and maintain the same look as the original Blomberg windows (two-sash sliders with narrow "Dark Walnut" (a dark bronze or brown-black) visible frame widths (as is described elsewhere in the Architectural Criteria)) as the primary residence. The color of the paint applied to new siding will remain the same as on the primary residence. All electrical, gas, plumbing or other infrastructure elements must be installed within the walls and is not permitted to run or otherwise be located on the exterior of the siding of the ADU. The gutter and downspout servicing a new roof must be of the same design as the existing ones. New construction will be in keeping with

existing Architectural Criteria for aspects that are governed by the Architectural Criteria.

Responsibility for maintenance of siding and roof, and cleaning of roof and gutters: the Association will maintain the siding and roof of the detached ADU however, the Board shall impose any costs associated with such maintenance to the Association as a Special Individual Assessment to the Owner of the Lot.

h. Residence Conversion -- modifying an existing house to contain an ADU or JADU

To maintain the cohesion of the appearance of Third Bay Tradition architecture style community, installation of a new window, sliding patio door, or entry/access door to the ADU or JADU, will be allowed only on an exterior wall within the fenced-in side yard or backyard of the Lot. The Association will not allow any other modifications of the exteriors of a Residence in connection with the construction of an ADU or JADU.

i. Garage Conversion -- converting a garage into an ADU or JADU

Garages are not to be torn down or removed.

Appearance: To maintain the residence's appearance of having an operating garage on its alley or street, Nepenthe requires that the original garage door must remain in the framed garage door opening and a partition wall must be constructed behind the garage door. The ARC may require the partition wall to include siding that matches the siding on the garage exterior. No windows are allowed in the garage door. No windows are allowed elsewhere in the partition wall constructed behind the garage door.

Windows and doors (man-doors) are allowed only on the two sides of the garage that face into the fenced backyards backyard area. The garage structure is to remain at its original height.

In order to ensure the Association can continue to fulfill its exterior maintenance obligations, which includes, without limitation, the painting of the garage door exterior and the partition wall that is constructed must allow for the garage door to open and close.

Exterior appearance: Any garage conversion construction is required to utilize architecture that will harmonize and remain aesthetically consistent with its primary residence in terms of color, materials, and style. Without limiting the foregoing, all the applicable conditions stated above in Section 5 shall apply, including, without limitation, the requirement for T-111 siding on the exterior, the need for the same paint color, the requirements for any peaked or shed roof to have the same type of shingles as the primary residence, and the same look of windows as described in the Architectural Criteria.

The Association shall continue to be responsible to maintain the exterior of the garage and other requirements as outlined in the CC&Rs. The Board shall impose any added costs associated with such maintenance as a Special Individual Assessment to the Owner of the Lot.

Nepenthe Association

Homeowner Planting in the Common Area
Resolution 00138
October 22, 2014

Whereas, Section 7.01 of the Nepenthe Association Second Amended and Restated Declaration of Covenants, Conditions and Restrictions (CC&R's) state that the Association shall be solely responsible for all maintenance, repair, and upkeep and replacement within the Common Area. No person shall remove any tree, shrub, or other vegetation from, or plant any tree, shrub, or other vegetation upon the Common Area without express approval of the Association; and

Whereas, the Association currently has a limited annual operating budget for landscape replacement as needed; and

Whereas, many homeowners have expressed interest in paying for landscape material planted in the Common Area; and

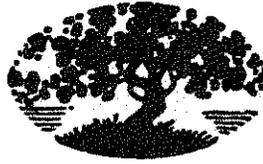
Whereas, the Association does not have a policy in place for homeowners to request and pay to have landscape materials to be planted in the Common Area.

Now therefore be it resolved that homeowners be allowed to request and pay for landscape materials to be planted in the Common Area as follows using the following procedure:

- Members submit an 'Application for Common Area Planting by Homeowner' (Exhibit A) form to the management office.
- The manager will work with the Grounds Committee to review the request and prepare a request for proposal from the Landscaper. The request for proposal shall serve as the approval of the application in addition to a notation on the original application.
- The homeowner will then have to option to approve the proposal from the Landscaper at which point the payment terms and commencement of planting will be between the homeowner and the Landscaper.
- Homeowner will submit a "Notice of Completion" (Exhibit B) to the office when the work has been completed so that the manager and Grounds Committee can ensure that the final landscape is in agreement with the approval.
- The homeowner request and the proposal will be added to the homeowner's file for future reference and reported to the Board of Directors in the Grounds Committee's minutes and in the Manager's Report.

Be it further resolved, that once the planting is completed it will become the property of the Association and subject to maintenance by the contract landscape provider.

(Attached: Exhibits A and B)



Nepenthe Application for Common Area Planting by Homeowner

This application is for homeowners interested in improving a common area at their own expense.

Participation in this program requires:

- Homeowner to assume costs of plants, cost of planting and amendments to the soil.
- A completed, signed Application.
- Photos and/or drawings of the proposed area, if warranted.
- List of shrubs and/or trees the homeowner wants removed.
- List of shrubs and/or trees the homeowner wants to see planted.
- Availability to meet with Grounds Committee, manager and landscaper as necessary to develop plan.

Date: ____/____/____ Email Address: _____

Name of Homeowner: _____

Address: _____

Best Contact Phone: _____ Alternate Phone: _____

Attach a written description of the changes you wish to see implemented along with any photographs and/or drawings that may help illustrate your request. You can expect to receive an approval or denial within 30 days of your application.

Please read and sign:

I understand and agree that upon receiving approval from the Nepenthe Association, I will be responsible for contracting with GP Landscape directly for the project and that the costs will be payable to GP Landscape. I also understand and agree that once the plantings are in place, they will be maintained by the Association. I agree to refrain from pruning or any other plant maintenance, but understand that I have the right to request service from the Association. I further agree to submit a Notice of Completion once the new plants are in place.

Signature

Date

Date Received in office: _____

The application is:

Approved as requested _____ Approved with changes _____ Denied _____

Reason for approval or denial:

Grounds Committee review by: _____ Date: _____

Landscaper review by: _____ Date: _____

Nepenthe Manager Signature: _____ Date: _____



GROUNDS COMMITTEE CHARTER

In accordance with the Second Restated Bylaws of the Nepenthe Association, Article VII, Section 7.1, the Board of Directors hereby adopts this charter for the conduct of the Grounds Committee, effective April 8, 2020.

PURPOSE OF COMMITTEE:

This committee is responsible to monitor and review on a monthly basis, the maintenance and appearance of Nepenthe's common landscape areas including trees. Recommendations for appropriate corrective steps shall be submitted to management and the Board.

The Board's goal in appointing this committee is to support the Board in developing and maintaining a beautiful landscape in partnership with the contract landscaper and management.

The committee is guided in its decisions by the Grounds Vision Report adopted by the Board of Directors on December 3, 2014.

MEMBERSHIP:

The membership is composed of at least 3 members and a Board liaison appointed by the Board of Directors.

The chair and members are appointed by the Board at the annual Board of Directors organizational meeting.

KEY RESPONSIBILITIES:

1. Review Nepenthe landscape on a regular basis. Identify any issues needing management or Board action.
2. Assist, as requested by the Board, in evaluating the current landscape management contract performance. Participate as needed in the selection process for a new Nepenthe landscape contractor.
3. Identify any issues with the Nepenthe irrigation systems. Notify management of recommended actions for mitigation.
4. Make recommendations to the Board regarding planting projects and other enhancements to the common areas.
5. Assist and support management in identifying landscape projects for the upcoming year.
6. All members of the committee must be thoroughly familiar with governing documents as they pertain to the grounds and trees.

MEMBER QUALIFICATIONS: Prefer owners who are knowledgeable in landscape and planting, however, other interested owners are welcome.