NEPENTHE ASSOCIATION

Open Session

Nepenthe Clubhouse
September 4 2024 – 6:00 PM

FirstService
RESIDENTIAL

NEPENTHE ASSOCIATION

Open Session

September 4, 2024 6:00 PM
Nepenthe Clubhouse
1131 Commons Drive
Sacramento, CA

BOARD OF DIRECTORS MEETING - OPEN SESSION AGENDA

The following items may be addressed in Executive Session in accordance with California Civil Code 4935(a):

- ***Litigation***
- ***Matters relating to formation of contract with third parties***
- ***Member Discipline***
- ***Personnel matters***

I. CALL TO ORDER

MEETING PLACE:

1131 Commons Drive, Sacramento, CA 95825

OR

Join Zoom Meeting

https://us02web.zoom.us/j/88272111861?pwd=aW5pSXZtZXZnNW1INlBVbE9Qd2plZz09

Meeting ID: 882 7211 1861

Passcode: 001131

OR Dial in

+1 669 900 6833

WELCOME: Thank you for attending. This is a business meeting, open to members of the Nepenthe Association and guests of the Board. The Nepenthe Board of Directors is a policy Board, and the role of the General Manager is to oversee the day-to-day operations. The primary purpose of the meeting is to ensure that the Association is meeting its responsibility to provide oversight, maintain the value of the property and to serve homeowners.

PRESIDENT'S MESSAGE

ANNOUNCEMENTS FROM THE BOARD: The Directors will use this time to provide updates and information.

Supporting Documents

FINAL New Board Opening Statement.docx 6

II. EXECUTIVE SESSION ACKNOWLEDGEMENT/ANNOUNCEMENT

Background

In accordance with Civil Code Section 4935(a) the Board met in Executive Session on September 4, 2024 to consider litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon the member's request, regarding the member's payment of assessments, as specified in Civil Code.

The Board met in Executive Session on September 4th. The Board took the following actions during the September 4th meeting:

III. REPORTS

A. GENERAL MANAGER'S REPORT

Nicole Marks, General Manager, has submitted the enclosed work order report for August 2024 (Open Work Orders as of August 28th) and Management Report for review.

Supporting Documents

GM Report.docx 8

Open Work Orders - Advanced Roof Design.pdf 11

Open Work Orders - Carson Grove.pdf 15

Open Work Orders - Grounds Committee.pdf 27

B. CONSTRUCTION MANAGER'S REPORT

Construction Manager Paul Reeves' written report is enclosed in the materials for this meeting.

Supporting Documents

Nepenthe Monthly Report Aug 2024 - Google Docs.pdf 36

IV. COMMITTEE UPDATES

A. ARCHITECTURAL COMMITTEE

This item serves as a placeholder for the Board to receive, review and discuss any report or update from the Architectural Committee.

Proposed Resolution

The Board affirms the committee's recommendations below:

Address	Modification	Recommendation
616 Elmhurst	Trellis	Approval
1425 University	Emergency HVAC	Approval
106 Elmhurst	Emergency HVAC	Approval

Supporting Documents

2024-08-01 ARC Minutes_rev_.docx 56

B. OUTREACH COMMITTEE

This item serves as a placeholder for the Board to receive, review and discuss any report or update from the Outreach Committee.

C. ILS COMMITTEE

This item serves as a placeholder for the Board to receive, review and discuss any report or update from the ILS Committee.

D. GROUNDS COMMITTEE

This item serves as a placeholder for the Board to receive, review and discuss any report or update from the Grounds Committee.

Supporting Documents

08-15-24 Minutes, Grounds Committee (pdf).pdf 59

E. FINANCE COMMITTEE

This item serves as a placeholder for the Board to receive, review and discuss any report or update from the Finance Committee.

Supporting Documents

Nepenthe Finance Committee August 19 2024 FINAL.do.docx 63

F. ELECTION COMMITTEE

This item serves as a placeholder for the Board to receive, review and discuss any report or update from the Election Committee.

Supporting Documents

Joanne Massoni - Election Committee Application.pd.pdf 66

V. HOMEOWNER CORRESPONDENCE

A. HOMEOWNER CORRESPONDENCE - 09.04.24

Attached for Board review is correspondence from the Membership to provide comments/feedback.

Supporting Documents

1. Elsa Morrison.pdf 68

2. Perry and Pat Peightal.pdf 70

3. Jerry Dunn.pdf 72

4. Bill White.png 75

5. Ashley Tangeraas.pdf 77

B. HOMEOWNER COMMENT/CORRESPONDENCE FOLLOW UP - 08.07.24

To promote good communication with homeowners, the Board has made note of the comments and correspondence from the last open sessions and prepared follow up answers and action items. Directors to discuss and determine whether further agenda items are called for.

Supporting Documents

August 2024 - Homeowner Responses.pdf 79

VI. NEW BUSINESS

A. OPEN SESSION MINUTES - AUGUST 7, 2024

Proposed Resolution

The Board approves the Open Session Minutes dated August 7, 2024 as presented.

Supporting Documents

OpenSession_08072024_Minutes.pdf 85

▶ **Action Required:** **Board Review & Resolution**

B. FINANCIAL STATEMENT - JULY 2024

Proposed Resolution

The Board accepts the Association's income statement for July 2024 comparing actual results to budget, reserve statement, bank statements and reconciliations, check history report and general ledger as

presented, subject to an annual audit. The report reflects a year-to-date net operating income of $137,857.84 and year-to-date reserve funding of $1,361,846.66 compared to the year-to-date reserve funding budget of $1,382,948. The actual year-to-date operating expenses were $1,451,949.09. The budgeted year-to-date operating expenses were $1,205,295. The association has $228,838.93 in operating funds, which represents 0.62 months of budgeted expenses and reserve contributions. The association has $10,165,093.44 in reserve funds.

Supporting Documents

NEP 07-24 FINANCIAL.pdf 90

VII. HOMEOWNER FORUM

In accordance with California Civil Code 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/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 4920(a), or a total of twenty (20) minutes will be granted for all to address the Board of Directors regarding items of interest or concern.

VIII. NEXT BOARD MEETING

The Association’s next open Board meeting will be held October 2, 2024, at 6:00 pm.

IX. ADJOURN

FINAL New Board Opening Statement.docx

I would like to welcome all homeowners to the Nepenthe Board of Director's meeting. Nepenthe is governed by this Board which is made up of volunteer homeowners elected to protect, preserve and maintain Nepenthe. Our business operations will be conducted under the following guidelines.

This Board will continue its long-standing practice of authorizing all Directors to sign documents. While master contracts will usually be signed by the Board President, exceptions may be made.

This Board will continue to rely upon and follow advice of industry professionals.

The Board charges the General Manager and staff to implement Board policies and, within specific guidelines, monitor compliance with Nepenthe CC&RS, By-laws, and Board policies.

While the Davis-Stirling Act prohibits the Board from engaging in discussion of issues not on the agenda or issuing decisions about non-agenda items during Open Session meetings, response to specific homeowner questions and follow-up questions from the Board to elicit more details can occur. The Board will follow up with in more detail to meeting comments and correspondence. The written responses will be distributed to the Community by at least the following month's meeting packet as well as being included in the monthly newsletter and available to homeowners through the community website.

There will be an opportunity at each Board Open Meeting for homeowners to address the Board in order to bring matters to the attention of the Board. The Forum will be limited to 20 minutes with each speaker asked to limit comments to 3 minutes.

Committees advise the Board and will operate in accordance with their respective Charters. Those charters are available on the Nepenthe website.

We encourage homeowners to attend meetings (a schedule is published in the newsletter). Feel free to ask questions of the office staff for clarification of the policies and practices of the Board or its management. You may write or email the Board about concerns and your correspondence will be included with the Board packet for Board written response.

It is the Board's expectation is that we all treat each other with respect and courtesy.

GM Report.docx

Nicole Marks, CMCA, AMS
General Manager
GM Report – September 4, 2024:

- **Website Redesign:** Management is currently in the process of redesigning the Nepenthe HOA website. The new website will be easier to navigate and more visually appealing. If you have any feedback or ideas you would like to share, please feel free to reach out.
- **GM Vacation:** General Manager, Nicole Marks, will be on vacation from September 6th – 16th.
- **Recall Election:** Management has received a few questions regarding the recall election and the ballot process. Please see below for questions received with the corresponding answers.

  - ❖ **Can I drop off my ballot at the clubhouse?**
    - Ballots are not to be submitted to the clubhouse prior to the day of the election. When you complete your ballot, you will mail it to Ballot Box. Ballots may be returned by mail or by certified delivery such as UPS or Fed-Ex to:
      The Ballot Box
      3315 E. Russell Rd.
      Ste A4 PMB 156,
      Las Vegas, NV 89120
      The deadline for the receipt of mailed ballots is 12:00 PM (noon) on September 16, 2024.

  - ❖ **Where do I mail my ballot?**
    - Ballots may be returned by mail or by certified delivery such as UPS or Fed-Ex to:
      The Ballot Box
      3315 E. Russell Rd.
      Ste A4 PMB 156,
      Las Vegas, NV 89120

  - ❖ **Can I drop off my ballot at the clubhouse the day of the meeting?**
    - On the day of the meeting, polls open at 5:45PM to receive ballots at the clubhouse day of and close at 6PM. No ballots will be received at the clubhouse prior to September 18th at 5:45PM. Any ballots submitted to the clubhouse prior to that date **will not** be counted.

  - ❖ **When are ballots due?**
    - The deadline for the receipt of mailed ballots is 12:00 PM (noon) on September 16, 2024. On the day of the meeting, polls open at 5:45PM to receive ballots at the clubhouse day of and close at 6pm.

- **Who is counting the ballots?**
  - The Board of Directors has contracted with an independent vendor, The Ballot Box, to serve as the Inspector of Election for the purpose of preparation, receipt, and tabulation of the ballots for this meeting. ***Ballot Box will be in-person for the tabulation/election on the day of the meeting – September 18th @ 6PM at the clubhouse.***

- **I lost my ballot/I never received my ballot, how do I get an replacement?**
  - Homeowners may request a replacement ballot through Ballot Box:
    The Ballot Box
    (888) 558-2887
    (866) 648-7869 Fax
    info@ballotboxservices.com

Open Work Orders - Advanced Roof Design.pdf

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Work Orders

Nepenthe Association

WO#: 1234478	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: 1411 Commons Dr		**Category:**	Down spout
Date Created: 08/20/2024	**Date Completed:**	**Vendor:**	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	
Description:	Advance Roof the down spout is damaged in the patio. Please schedule the day and time with Maureen at 916-230-5077. Thanks		

History Items:	Date:	Type:	Description:

WO#: 1232740	**Status:** Open	**Progress Code:**	Scheduled
Unit/Common Area: 1366 Commons Dr		**Category:**	Roof
Date Created: 08/13/2024	**Date Completed:**	**Vendor:**	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	
Description:	08.27.24 - Advanced roof will be out here around 9/15 to do the work for this unit and 1254 Vanderbilt There is a dry rot on the plywood on the patio side- Please contact Lewis from CPR to schedule the time; 209-323-0610 Thanks		

History Items:	Date:	Type:	Description:
	08/13/2024	Other Call	Paul Reeves called, asking to do the work order for advance roof due to dry rot on the plywood since part of the roof needs to be removed. Phase 2 repair Advance roof will be out here around 9/15 to do the work for this unit and 1254 Vanderbilt
	08/27/2024	Work Order Update	08.27.24 - Advanced roof will be out here around 9/15 to do the work for this unit and 1254 Vanderbilt

WO#: 1227522	**Status:** Open	**Progress Code:**	Scheduled
Unit/Common Area: 1254 Vanderbilt Way		**Category:**	Gutter
Date Created: 07/23/2024	**Date Completed:**	**Vendor:**	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	
Description:	UPDATE 08.27.24 - Per Advance Roof, this will be done by the 2nd week of September. The gutter end caps leak water onto the siding. Please come out in the first two weeks of September after the siding is replaced to repair. Homeowner is gone the month of Aug. And gate will be locked. Thank you		

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Work Orders

Nepenthe Association

History Items:	Date:	Type:	Description:
	07/23/2024	Other Call	Advance Roof The gutter end caps leak water onto the siding. Please come out in the first two weeks of September after the siding is replaced to repair. Homeowner is gone the month of Aug. And gate will be locked. Thank you
	08/27/2024	Work Order Update	08.27.24 - Per Advance Roof, this will be done by the 2nd week of September.

Open Work Orders - Carson Grove.pdf

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Work Orders

Nepenthe Association

WO#: 1234769	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: 1026 Vanderbilt Way		**Category:**	Clean-up
Date Created: 08/21/2024	**Date Completed:**	**Vendor:**	THE GROVE TOTAL TREE CARE
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	
Description:	Grove There is a large, dead branch in the tree hanging the patio, tree #657. Thank you,		

History Items:	Date:	Type:	Description:
	08/21/2024	Owner Call	08.21.24 - Owner reported.

WO#: 1234071	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: 1605 University Ave		**Category:**	Landscaping
Date Created: 08/19/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	
Description:	Carson Please prune around the air conditioning unit. All the shrubs they planted around it are infringing on the ability for it to work. Thanks,		

History Items:	Date:	Type:	Description:
	08/19/2024	Owner Call	08.19.24 - Owner requested.

WO#: 1233685	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: 709 Dunbarton Cir		**Category:**	Landscape
Date Created: 08/16/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	
Description:	Carson Homeowner is saying the plants outside his home are newer but are dying. Please check the irrigation. Thanks,		

History Items:	Date:	Type:	Description:
	08/16/2024	Owner Call	08.16.24 - Owner request.

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Work Orders

Nepenthe Association

WO#: 1233067	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: Landscape		**Category:**	Irrigation
Date Created: 08/14/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	Oscar Please repair irrigation due to damage from concrete repairs. Thanks,		
History Items:	Date:	Type:	Description:
	08/14/2024	Vendor Call	08.14.24 - Carson requested work order.

WO#: 1232452	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: 1213 Vanderbilt Way		**Category:**	Landscape
Date Created: 08/12/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	Carson replace 3 plants that were damaged when Grove did tree work I will send the pictures via email Thanks		
History Items:	Date:	Type:	Description:
	08/12/2024	Other Call	Please create a work order for Carson to replace 3 plants that were damaged when Grove did tree work at 1213 Vanderbilt last week. See email from the zone 5 steward, Jean Dascher, below. Thank you, Christina

WO#: 1232431	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: Landscape		**Category:**	Landscape
Date Created: 08/12/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	The Board approved the proposal in the following locations: Adelphi - 16 Commons Dr - 1037, 1041 Dunbarton - 108, 303, 308, 709, & 1003 for following scope of work: Remediation Tree Sites •Remove grinds •Install Topsoil Blend 70/30 (a blend of 70% clean screened top soil, and 30% Z-Best Organic Compost. This blend qualifies toward LEED certification) •Install new plants or ground cover depending on the area •Install or adjust irrigation accordingly: Drip, Netafim or Pop□ups •Install walk on bark in some locations not to exceed: $9,510		
History Items:	Date:	Type:	Description:
	08/12/2024	Work Order Update	08.12.24 - Board approved proposal not to exceed $9,510, sent signed proposal and work order to Carson for completion

WO#: 1232429	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: Landscape		**Category:**	Landscape
Date Created: 08/12/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	The Board approved the proposal in the following locations: Swarthmore Drive - 2236, 2242, 2243, 2264, 2277 Vanderbilt Way - 1026 Elmhurst Circle - 408, 504, & 720 for following scope of work: Remediation Tree Sites •Remove grinds •Install Topsoil Blend 70/30 (a blend of 70% clean screened top soil, and 30% Z-Best Organic Compost. This blend qualifies toward LEED certification) •Install new plants or ground cover depending on the area •Install or adjust irrigation accordingly: Drip, Netafim or Pop□ups •Install walk on bark in some locations •Relocate Moss Rocks at 408 Elmhurst Cir. •Install one Moss Rock and reorganize Cobble rock by 2265 Swarthmore Dr. not to exceed: $18,060		
History Items:	Date:	Type:	Description:
	08/12/2024	Work Order Update	08.12.24 - Board approved proposal, not to exceed $18,060, sent signed proposal and work order to Carson for completion

WO#: 1232426	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: Landscape		**Category:**	Landscape
Date Created: 08/12/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	The Board approved the proposal in the following locations: Vanderbilt Way - 1083, 1095, 1113, 1125, 1213 & 1329 for following scope of work: Remediation at tree removal sites •Remove grinds •Install Topsoil Blend 70/30 (a blend of 70% clean screened top soil, and 30% Z-Best Organic Compost. This blend qualifies toward LEED certification) •Install new plants or ground cover depending on the area Install or adjust irrigation accordingly: Drip, Netafim or Pop□ups •Install walk on bark in some locations •Install new trees and stakes assembly not to exceed: $8,090

History Items:	Date:	Type:	Description:
	08/12/2024	Work Order Update	08.12.24 - Board approved proposal not to exceed $8,090, signed proposal and work order sent to Carson for completion

WO#: 1232423	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: Landscape		**Category:**	Landscape
Date Created: 08/12/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	
Description:	The Board approved the proposal in the following locations: 212 Dunbarton for following scope of work: Remove some soil from planters by sidewalks. • Install fabric approximately 50’ • Add berry creek rock not to exceed: $980		

History Items:	Date:	Type:	Description:
	08/12/2024	Work Order Update	08.12.24 - Board approved proposal, not to exceed $980. Sent signed proposal and work order to Carson for completion.

WO#: 1232420	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: Landscape		**Category:**	Landscape
Date Created: 08/12/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	
Description:	The Board approved the proposal in the following locations: 1182 Vanderbilt, 1323 Vanderbilt, 108 Elmhurst, 503 Elmhurst and Dunbarton Cabana for following scope of work: Home Owner Landscape Request Sites: • Remove grinds • Install Topsoil Blend 70/30 (a blend of 70% clean screened top soil, and 30% Z-Best Organic Compost. This blend qualifies toward LEED certification) • Install new plants or ground cover depending on the area • Install or adjust irrigation accordingly: Drip, Netafim or Pop□ups • Install walk on bark in some locations not to exceed: $24,395		

History Items:	Date:	Type:	Description:
	08/12/2024	Work Order Update	08.12.24 - Board approved proposal not to exceed $24,395, sent work order to Carson for completion

WO#: 1232391	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: Zone 4 Landscape		**Category:**	Tree Maintenance
Date Created: 08/12/2024	**Date Completed:**	**Vendor:**	THE GROVE TOTAL TREE CARE
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	
Description:	Proposal approved for Zone 4 tree work, not to exceed $22,360		

History Items:	Date:	Type:	Description:
	08/12/2024	Work Order Update	08.12.24 - Board approved Zone 4 tree work proposal during August board meeting, sent work order to Grove for completion

WO#: 1232389	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: Zone 3 Landscape		**Category:**	Tree Maintenance
Date Created: 08/12/2024	**Date Completed:**	**Vendor:**	THE GROVE TOTAL TREE CARE
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	
Description:	Proposal approved for Zone 3 tree work, not to exceed $21,635		

History Items:	Date:	Type:	Description:
	08/12/2024	Work Order Update	08.12.24 - Board approved proposal during August meeting, sent work order to Grove for completion

WO#: 1232052	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: 108 Elmhurst Cir		**Category:**	Tree Maintenance
Date Created: 08/09/2024	**Date Completed:**	**Vendor:**	THE GROVE TOTAL TREE CARE
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	
Description:	Grove broken branch by 108 and there is another one hanging. The two branches came from a tree from the neighbors but land on Nepenthe side on zone 6 Thanks		

History Items:	Date:	Type:	Description:

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Work Orders

Nepenthe Association

WO#: 1229369	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: Zone 2 Landscape		**Category:**	Landscape
Date Created: 07/30/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	
Description:	Proposal is approved for Phase 2 Drainage Remediation in the following locations: Installation of new drains: Commons Dr. – 1378,1384 Vanderbilt Wy. – 1276,1292 Unclog drains: Vanderbilt Wy. – 1248, 1254, 1324, 1330 Scope of Work: Hydro Jetting – Use of high-pressure water to flush out mud. Identify areas with significant root intrusion or damage. In the damaged areas we install rock around drains if needed. Not to exceed $10,560		

History Items:	Date:	Type:	Description:
	07/30/2024	Scheduled	07.30.24 - Proposal approved by the Board

WO#: 1229367	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: Zone 2 Landscape		**Category:**	Landscape
Date Created: 07/30/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	
Description:	Proposal is approved for Phase 2 Plant Material Remediation in the following locations: Commons Dr. – 1366, 1372, 1378, 1384, 1390, 1396 Vanderbilt Wy. – 1206,1212, 1218, 1224, 1230, 1236, 1242, 1248, 1254, 1260, 1268, 1276, 1284, 1292,1306, 1312, 1318, 1324, 1330, 1336, 1342 Scope of Work: Shrub Removal / Stump Removal and Remediation in selected Areas Only in Zone 2 Irrigation upgrades where needed on the shrub removal areas only. Install walk-on bark Approximately we will use (70) 5-gal. shrubs Mix from the plant Palette depending on the location Sun/Shade Approximately we will use 37 yards of Berry Creek Rock, 41 yards of Walk on Bark, 5 yards of Tap Soil, 6 yards of Black Humus and irrigation material Total of (27) homes and Alleyways Not to exceed $69,760		

History Items:	Date:	Type:	Description:
	07/30/2024	Scheduled	07.30.24 - Proposal Approved by Board.

WO#: 1226335	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: 1025 Vanderbilt Way		**Category:**	Landscape
Date Created: 07/17/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	Carson "Please prune and clean up the shrubs and hedge in the alley on the south side near the garage. All of the landscaping is overgrown in that area." Please send before and after photo. Thank you,		
History Items:	Date:	Type:	Description:
	07/17/2024	Owner Call	07.17.24 - Owner submitted service request.

WO#: 1215800	**Status:** Open	**Progress Code:**	In-Progress
Unit/Common Area: Zone 2 Landscape		**Category:**	Tree Maintenance
Date Created: 06/07/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	The Board approved Grove's proposal for tree work in Zone 2, not to exceed $28,210		
History Items:	Date:	Type:	Description:
	06/07/2024	Work Order Update	06.07.24 - Board approved proposal during June Board Meeting
	07/11/2024	Other Call	7/11/24 Per email--in progress

WO#: 1208101	**Status:** Open	**Progress Code:**	In-Progress
Unit/Common Area: Zone 1 Landscape		**Category:**	Tree Maintenance
Date Created: 05/03/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	The Board approves the Zone 1 Tree Proposal in the amount not to exceed $27,465. Thank you!		
History Items:	Date:	Type:	Description:
	07/11/2024	Other Call	7/11/24 Per Grove in progress.

WO#: 1202638	**Status:** Open	**Progress Code:**	Scheduled
Unit/Common Area: 108 Elmhurst Cir		**Category:**	Landscape
Date Created: 04/05/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	08.12.24 UPDATE: Board approved work to be completed in this area per service request received with the following scope of work: "• Remove grinds • Install Topsoil Blend 70/30 (a blend of 70% clean screened top soil, and 30% Z-Best Organic Compost. This blend qualifies toward LEED certification) • Install new plants or ground cover depending on the area • Install or adjust irrigation accordingly: Drip, Netafim or Pop□ups • Install walk on bark in some locations" please see attached.		
History Items:	Date:	Type:	Description:
	05/14/2024	Work Order Update	05.14.24 - Proposal requested o May 10th per Grounds Committee
	05/24/2024	Work Order Update	05.24.24 - Proposal was requested by Management on May 10th. Once received, it will be reviewed at the following Board Meeting.
	06/19/2024	Bid Provided	06.19.24 - Received proposal from Carson. Proposal to be included in July Board Meeting for Board review.
	07/11/2024	Work Order Update	07.11.24 - Proposal has been received by Carson. Proposal will be reviewed in July Grounds Meeting. Recommendations for the proposal will be provided to the Board for review during August Board Meeting.
	08/12/2024	Work Order Update	08.12.24 - Board approved proposal and has been sent to Carson for completion

WO#: 1198990	**Status:** Open	**Progress Code:**	Scheduled
Unit/Common Area: Zone 4 Landscape		**Category:**	Drainage
Date Created: 03/18/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	Board approved proposal for drain installation from down spouts in Zone 4. Dunbarton Circle: 304, 308, 502, 504 Project not to exceed $10,900 as approved by the Board of Directors.		
History Items:	Date:	Type:	Description:
	03/27/2024	Work Order Update	03.27.24 - Project is slated to begin in April, right before the siding repairs are scheduled to begin
	07/12/2024	Other Call	7/12/24 Per Oscar, waiting on CPR to finish the job

WO#: 1198985	**Status:** Open	**Progress Code:**	Scheduled
Unit/Common Area: Zone 4 Landscape		**Category:**	Drainage
Date Created: 03/18/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	Board approved proposal for drain installation from down spouts in Zone 4. Dunbarton Circle: 102, 200, 202, 216 Project not to exceed $10,900 as approved by the Board of Directors.		
History Items:	Date:	Type:	Description:
	03/27/2024	Work Order Update	03.27.24 - Project is slated to begin in April, right before the siding repairs are scheduled to begin
	07/13/2024	Other Call	7/12/24 7/12/24 Per Oscar, waiting on CPR to finish the job

WO#: 1198977	**Status:** Open	**Progress Code:**	Scheduled
Unit/Common Area: Zone 4 Landscape		**Category:**	Landscape Replacement
Date Created: 03/18/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	Board approved proposal for shrub removal/stump removal and remediation in the selected areas only at Zone 4. Dunbarton Circle: 300, 302, 304, 306, 500, 502, 504, 506, 508, 510, 512, 514, 516 Please note, these units are not scheduled for siding repairs until the first week of May. Please do not remove plantings too early. Thank you! Project not to exceed $56,680 as approved by the Board of Directors.		
History Items:	Date:	Type:	Description:
	03/27/2024	Work Order Update	03.27.24 - Project is slated to begin in April, right before the siding repairs are scheduled to begin
	06/19/2024	Work Order Update	06.19.24 - Progress billing received for this work order. Invoice #427425 in the amount of $18,895. Remaining to be billed is $37,785
	07/12/2024	Other Call	7/12/24 7/12/24 Per Oscar, waiting on CPR to finish the job

WO#: 1198974	**Status:** Open	**Progress Code:**	Scheduled
Unit/Common Area: Zone 4 Landscape		**Category:**	Landscape Replacement
Date Created: 03/18/2024	**Date Completed:**	**Vendor:**	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	Board approved proposal for shrub removal/stump removal and remediation in the selected areas only at Zone 4. Dunbarton Circle: 108, 110, 112, 114, 116, 118 Commons Dr: 1403, 1405, 1407, 1411 Please note, these units are not scheduled for siding repairs until the first week of May. Please do not remove plantings too early. Thank you! Project not to exceed $52,320 as approved by the Board of Directors.

History Items:	Date:	Type:	Description:
	03/27/2024	Work Order Update	03.27.24 - Project is slated to begin in April, right before the siding repairs are scheduled to begin
	06/19/2024	Work Order Update	06.19.24 - Progress billing received for this work order. Invoice #427425 in the amount of $17,400. Remaining to be billed is $34,880
	07/12/2024	Other Call	7/12/24 Per Oscar, waiting on CPR to finish the job

WO#: 1198970 **Status:** Open **Progress Code:** Scheduled

Unit/Common Area: Zone 4 Landscape **Category:** Landscape Replacement

Date Created: 03/18/2024 **Date Completed:** **Vendor:** *FRANK CARSON LANDSCAPE & MAINTENANCE INC.

Schedule Completion Date:

Assigned To: **Phone:** **Fax:**

Description: Board approved proposal for shrub removal/stump removal and remediation in the selected areas only at Zone 4. Dunbarton Circle: 100, 102,104, 106, 200, 202, 204, 206, 208, 210, 212, 214 216 Please note, these units are not scheduled for siding repairs until the first week of May. Please do not remove plantings too early. Thank you! Project not to exceed $47,960 as approved by the Board of Directors.

History Items:	Date:	Type:	Description:
	03/27/2024	Work Order Update	03.27.24 - Project is slated to begin in April, right before the siding repairs are scheduled to begin
	06/19/2024	Work Order Update	06.19.24 - Progress billing received for this work order. Invoice #427425 in the amount of $15,987. Remaining to be billed is $31,973
	07/12/2024	Other Call	7/12/24 Per Oscar, waiting on CPR to finish the job

Open Work Orders - Grounds Committee.pdf

FirstService RESIDENTIAL

Work Orders

Nepenthe Association

WO#: 1235396	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: 714 Elmhurst Cir		**Category:**	Landscape Request
Date Created: 08/23/2024	**Date Completed:**	**Vendor:**	Nepenthe Grounds Committee
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	
Description:	Grounds Committee "The right-side walkway to my front door as you approach from University Drive has mature and beautiful azaleas on the side next to my neighbors home, so they are right up against his T-111 siding. I expect that these will be removed in preparation for Phase 2, and if that is the case, I would like to remove them myself and either plant them in my back yard or fill in the scattered azaleas in the front of my home facing University Drive. So, 1) will these be slated for removal? 2) When? 3) How/with whom do i arrange to remove the remove them myself for transplantation? I'm happy to show you in person if that would help. Thank you for your help."		
History Items:	Date:	Type:	Description:
	08/23/2024	Owner Call	08.23.2024 - Homeowner request for Grounds Committee

WO#: 1235145	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: 1317 Vanderbilt Way		**Category:**	Landscape Request
Date Created: 08/22/2024	**Date Completed:**	**Vendor:**	Nepenthe Grounds Committee
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	
Description:	Grounds Committee "My beautiful Japanese maple got destroyed during a storm. I was told by my zone steward I was getting a redbud maple. Oscar came by and was instructed to plant more ivy in the small hole where the stump was. Its only about 18in in diameter and the existing ivy will grow over it, so not sure why he needed to plant more. Regardless, I want a tree there there. The landscaping along our row of homes looks terrible, even though some of it was redone recently. I think the reason my house sat on the market so long was because of the bad curb appeal. He also mentioned rocks. I don't mind them by the drain but don't want a rock necklace at my foundation as its unnecessary. "		
History Items:	Date:	Type:	Description:
	08/22/2024	Owner Call	08.22.2024 - Owner submitted service request.

WO#: 1233598	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: 101 Dunbarton Cir		**Category:**	Landscape Request
Date Created: 08/16/2024	**Date Completed:**	**Vendor:**	Nepenthe Grounds Committee
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	Grounds Committee "Requesting an evaluation of my front landscaping which has been sparse for quite a long time. I understand the grass situation is due to shade trees but as the first house in the siding/painting project, the lawn has never recovered from the construction equipment all over the lawn. I hope you can take the time to evaluate."		
History Items:	Date:	Type:	Description:
	08/16/2024	Owner Call	08.15.24 - Owner submitted service request form.

WO#: 1233351	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: 1461 University Ave		**Category:**	Landscape Request
Date Created: 08/15/2024	**Date Completed:**	**Vendor:**	Nepenthe Grounds Committee
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	Grounds Committee The unit 1455 University had two shrubs removed in order for their HVAC to be moved. Homeowner at 1461 University is requesting new plants on the right side of her gate where the shrubs were removed.		
History Items:	Date:	Type:	Description:
	08/15/2024	Owner Call	08.15.24 - Owner filled out service request.

WO#: 1231694	**Status:** Open	**Progress Code:**	Pending Proposal
Unit/Common Area: 606 Elmhurst Cir		**Category:**	Landscape
Date Created: 08/08/2024	**Date Completed:**	**Vendor:**	Nepenthe Grounds Committee
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	Landscape Recently Carson removed a dead azalea from the space inside the brick wall outside my bedroom window. There needs to be a replacement.		
History Items:	Date:	Type:	Description:
	08/27/2024	Work Order Update	08.27.24 - Per August Grounds Committee meeting, proposal has been requested from Carson for this work order

WO#: 1231057	**Status:** Open	**Progress Code:**	Pending Proposal
Unit/Common Area: 2312 Swarthmore Dr		**Category:**	Landscape Request
Date Created: 08/06/2024	**Date Completed:**	**Vendor:**	Nepenthe Grounds Committee
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	Grounds Committee Owner: "dry patch on front lawn. Weeds as well. Three dead/dying trees behind small retaining wall. Unsure if sprinklers aren't working or it's just too hot for the trees. My front yard is dying and hard to look at. My neighbors have complained that it's taking away value to their homes. It's a bit unsightly. It very well could be the heat but I would think that trees that can handle the heat should have been planted. These small trees aren't that old. "		
History Items:	Date:	Type:	Description:
	08/06/2024	Owner Call	08.06.24 - Owner resubmitted this request as the original service request had the wrong address listed and was denied by Grounds. Owner's neighbor at 2316 sw. submitted a service request for same area but was denied by grounds as it was not reported by the owner.
	08/27/2024	Work Order Update	08.27.24 - Per August Grounds Committee meeting, proposal has been requested from Carson for this work order

WO#: 1229560	**Status:** Open	**Progress Code:**	Received
Unit/Common Area: 310 Elmhurst Cir		**Category:**	Landscape
Date Created: 07/31/2024	**Date Completed:**	**Vendor:**	Nepenthe Grounds Committee
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	Grounds- Carson Bark needs to be replaced behind 310 Elmhurst thanks		
History Items:	Date:	Type:	Description:
	07/31/2024	Other Call	Homeowner came to the office to fill the service request form. Did the work order and also forwarded to Christina
	08/27/2024	Work Order Update	08.27.24 - This work order was tabled in the August Grounds Committee Meeting; to be reviewed during September Grounds Committee Meeting

WO#: 1221665	**Status:** Open	**Progress Code:**	Pending Proposal
Unit/Common Area: 702 Elmhurst Cir		**Category:**	Landscape Request
Date Created: 06/27/2024	**Date Completed:**	**Vendor:**	Nepenthe Grounds Committee
Schedule Completion Date:			
Assigned To:	**Phone:**	**Fax:**	

Description:	Grounds See attachment.		
History Items:	Date:	Type:	Description:
	06/27/2024	Other Call	06.27.24 - HO submitted service request.

	08/27/2024	Work Order Update	08.27.24 - Per August Grounds Committee meeting, proposal has been requested from Carson for this work order

WO#: 1221656 **Status:** Open **Progress Code:** Pending Proposal

Unit/Common Area: 1276 Vanderbilt Way **Category:** Landscape Request

Date Created: 06/27/2024 **Date Completed:** **Vendor:** Nepenthe Grounds Committee

Schedule Completion Date:

Assigned To: **Phone:** **Fax:**

Description: Grounds "Need ground cover on left side of the front door. It's a mud pit!" Please evaluate

History Items:	Date:	Type:	Description:
	06/27/2024	Other Call	06.27.24 - Homeowner submitted service request
	08/27/2024	Work Order Update	08.27.24 - Per August Grounds Committee meeting, proposal has been requested from Carson for this work order

WO#: 1219497 **Status:** Open **Progress Code:** Request Sent

Unit/Common Area: 116 Dunbarton Cir **Category:** Landscape

Date Created: 06/19/2024 **Date Completed:** **Vendor:** Nepenthe Grounds Committee

Schedule Completion Date:

Assigned To: **Phone:** **Fax:**

Description:	Service request submitted requesting the following: Following are my requests and in some instances requirements for the necessary restoration work at the front and back of my home. Front of my home to the left of my sidewalk. It doesn't make sense to plant something in front of my chimney to replace what was removed earlier this year, especially since we need to see how the recently installed drainage system works during the rainy season. All that needs to be done is to cover the bare dirt with rock. I showed you a few pieces of red lava rock that came from my patio. That rock is fairly inconspicuous and that is what I want to be placed. I am willing to look at samples of other rock that is equally as inconspicuous. The only drain inlet that was installed within a downslope was the one installed where I had dug an emergency detention pit during the storms of last winter to prevent water intrusion into my home. The other drain inlets are basically flush with the ground level. Dirt cannot be excavated to provide room for the rock unless the drain inlets are lowered. I agree with your suggestion that we leave the drainage system as is and see how it performs next winter. But because of the drain inlet locations, the layer of rock to be added cannot be very thick or earth to wood contact will fairly quickly be produced. You and I both saw today how the leaf blowers have piled up debris in the corner between my chimney wall and my front window wall at a time when there are little to no falling leaves. To accommodate the thin layer of rock, plastic garden cloth should be laid and the rock added on top of it. I have some garden cloth that I will be glad to donate for this effort. The remaining shrubs in this area, and especially the three Chinese fringe flower shrubs that I purchased and were installed by Nepenthe with assurances that they would remain in place, are not to be removed or significantly altered. Front of my home to the right of my sidewalk, and between my home and my next door neighbor's home. There is one remaining shrub which is not to be removed or significantly altered, and rock is to be added as indicated above. Three decent sized Chinese fringe flower shrubs are to be added in this area, roughly evenly spaced. I appreciate your comment that current policy is to stop putting plants in narrow areas between homes. Because of the offset between my home and the neighboring home, there is ample room for these three new shrubs without getting into the area between the homes. Rear of my home. I have no idea why certain shrubs were removed and three nandinas were left in place in-artfully clustered around the lamp post. However, I am not asking for anything to be done in this rear area other than to add a few ivy plugs this Fall. Nepenthe is well aware of the issues I have had this year with my homeowners' insurance company, and I hope Nepenthe is also aware of the homeowners' insurance crisis extant throughout California and possible jeopardization of the blanket and other policies. I appreciate that Nepenthe did the roof cleaning work required of it by our governing documents and cited by my insurance company and that work appears to have alleviated my insurance problems at least in the short term. As you know, I am working with Jim Shaw regarding the implications of the wide spread use of ornamental bark in our community and the fire dangers caused by that use. In addition to those efforts, I will take appropriate measures to protect myself and my property if ornamental bark is placed around my home without first having been proven as being safe to both me and my insurance company. Eventually, the front of my home will need a new landscape plan. That would include removal of the small patch of grass along the sidewalk. But I am not requesting that at this time because of the large outflow of cash for siding, painting and other landscaping projects. I sincerely hope that my modest requests/requirements will be appreciated and honored in that vein.

History Items:	Date:	Type:	Description:
	06/19/2024	Work Order Update	06.19.24 - Received request from owner via email, copied request into work order and sent to Grounds Committee for review

WO#: 1207993	**Status:** Open	**Progress Code:**	Request Sent
Unit/Common Area: 1426 Commons Dr		**Category:**	Landscape Request
Date Created: 05/02/2024	**Date Completed:**	**Vendor:**	Nepenthe Grounds Committee
Schedule Completion Date:			

Assigned To:	**Phone:**	**Fax:**

Description:	Nepenthe Grounds Committee Requesting that the big bush in front of the window be removed and replaced with something smaller.

History Items:	Date:	Type:	Description:
	05/02/2024	Other Call	HO came in with service request.
	08/27/2024	Work Order Update	08.27.24 - This work order was tabled at the August Grounds Committee Meeting; to be reviewed during September Grounds Committee Meeting

WO#: 1205434 **Status:** Open **Progress Code:** Pending Proposal

Unit/Common Area: 1104 Dunbarton Cir **Category:** Landscape Request

Date Created: 04/22/2024 **Date Completed:** **Vendor:** Nepenthe Grounds Committee

Schedule Completion Date:

Assigned To: **Phone:** **Fax:**

Description: Recently, some ivy was removed from in front of this home, but not all ivy was removed. Owner is requesting the remainder of the ivy be removed, due to not matching the rest of the landscape now and also request to add more plants to file in the bare areas. There are photos attached to show which areas are being referenced

History Items:	Date:	Type:	Description:
	04/22/2024	Work Order Update	04.22.24 - Received request from owner, forwarding to grounds committee for review and feedback
	08/27/2024	Work Order Update	08.27.24 - Per August Grounds Committee meeting, proposal has been requested from Carson for this work order

WO#: 1198709 **Status:** Open **Progress Code:** Received

Unit/Common Area: 1012 Dunbarton Cir **Category:** Landscape

Date Created: 03/15/2024 **Date Completed:** **Vendor:** Nepenthe Grounds Committee

Schedule Completion Date:

Assigned To: **Phone:** **Fax:**

Description: From Resident: "The landscapers removed 3 trees in the area between my home and the home next door. They planted 3 small ground cover size plants; then removed 2; now just 1 small plant remains (pic attached). Prox 3 months ago, I requested to Nirmal to plant a Japanese maple like the one planted and now removed from the front of 1018 dunbarton. I now again request that a Japanese maple be planted near my home"

History Items:	Date:	Type:	Description:
	03/19/2024	Work Order Update	03.19.24 - This request has been forwarded to the grounds chair/board liaison for next steps.
	03/27/2024	Work Order Update	03.27.24 - Service request has been given to the grounds committee for review and recommendations

	08/27/2024	Work Order Update	08.27.24 - This work order was tabled at the August Grounds Committee Meeting; to be reviewed during the September Grounds Committee Meeting

Nepenthe Monthly Report Aug 2024 - Google Docs.pdf

Dry Rot and Painting Project

Phase One 2022-2023-2024

Phase Two 2024-2025

Phase Three 2025- 2027

Monthly Project Report For August 2024

1. Project Overview, Phase #1 **2-3**
2. Phase #2 Update **4**
3. Phase #3 Update **4**
3. Phase #1 Cost Management **5**
4. Phase #1 Invoice Control **6-5**
5. Phase #2. Cost Management **18**
6. Phase #2 Invoice Control **19**

Scope Management (Change order logs) was moved to a separate attachments.

1. Project Overview- August 2024.

1. Phase #1.

August has been an exciting month. Siding and trim repairs on phase one are now complete, with only some loose ends to be finished up. Phase two is in process. CPR has been keeping 15 to 18 crew members working on-site a day. They are currently one week ahead of schedule.

An update on the progress of phase #1 is below.

Painting will continue in phase one for September. With touch-ups going into October.

My final walk-through will be in September, and my final report for phase #1 will be included in that report.

Change order log—Phases one and two will be separate % logs. When phase one is completed, I will remove it. Due to its size, it has been moved to its own attachment dated 8/23/24.

The total adjusted contract amount for siding and fence repairs is at the bottom of the % log. The total cost of, pending and approved change orders is $2,446,144.80. The log is for the 172 units completed.

The cost per unit of siding and fences was $14,221.77 each, up $58.75 each from last month. This may change as we finish up the last of the work on phase one.

Budgeting-
$2,446,144.80 for siding, trim & fences As of 8/23, $2,341,359.38 has been invoiced. $104,785.42 left for CPR to invoice.

The painter has $33,250.00 left to invoice; they have No change orders.

The total remaining to be invoiced is $138,035.42. This number may change as we finish these last homes.

That would make our total for phase #1 Dry rot siding and fence repairs $2,446,144.80

Total phase #1 siding, fencing repairs, and paint $2,752,394.80

7. Changes to Cost Management and Invoice Control for August are highlighted in yellow.

2. Phase #2.

Phase two has started.
CPR, our siding, trim, and fencing contractor, is one week ahead of schedule. They are working to see how far ahead they can get before the rainy season. I will ask for an updated schedule from them for our September report.

I have been comparing our phase two inspections from April 2023 to the current condition of the buildings. Fencing has seen the most significant change. Fences we might have been able to repair in 2023 now have framing damage and need more extensive repairs. I will follow this closely and keep the monthly report updated. Cost management for phase two is on page 19 of this report. Invoice control is on page 19. The phase two change order log dated 8/27 will be a separate attachment. We will add phase two budgeting in the September report.

3. Phase #3.

Now that we have a phase two schedule. We should look at the timeline for phase #3.

I recommend inspections in March/ April of 2025 to develop the scope of work.
I will have a scope of work and a request for proposals for the board to vote on at the June 2025 board meeting.
Contractor job walks in June 2025. With proposals due to Nicole and me by July 15th, 2025. I will have them ready for the board to vote on the contractor(s) for the August 2025 board meeting.
With a phase #3 start date as soon as phase #2 is completed. November of 2025.

We have been getting requests from homeowners concerned about the dry rot damage they see. Suppose there is a high likelihood of water getting in this year. I have been inspecting them and getting estimates for repairs. Then, ask for approval to repair. If they can wait until their repairs are scheduled in phase #3, I will put them on a watch list and look at them in the spring of 2025.

4. Cost Management- Phase #1.

Total Contract Amount

Contractor Code	Scope	Budget Value ($)	Change Orders Value ($)	Permits Value ($)	Invoiced Value ($)	Value Paid ($)	
CPR Construction	Original Contract Siding & Trim	**$669,639.49**			**$2,341,359.38 Includes Change Orders Invoiced**	**$2,266,187.13**	
CPR Construction	Change Orders Siding & Trim		**$1,126,686.05**				
CPR Construction	Original Contract Fencing	**$153,218.39**					
CPR Construction	Change Orders Fencing		**$496,601.75**				
CPR Construction	Total Retention to date	**$244,013.64**					
CPR Construction	Total Retention Invoiced	**$244,013.64**			**Included Above**	**Included Above**	
CPR Construction	Permits			**$16,403.44**	**Included Above**	**Included Above**	
Progressive Painting	Painting Original Contract	**$306,250.00**			**$273.000.00**	**$248,500.00**	
	TOTAL PAID TO ALL ABOVE				**Invoiced Value $2,614,359.38**	**Value Paid $2,514,687.13**	

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4. Invoice Control Phase #1.

Contractor	Scope	IN #	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Siding Repair	1176	Mobilization	$82,285.78	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1193	Units, 101,107,109 ,1371,1395 Including Change Orders Less retention	$35,965.49	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1198	Units, 1355,1359, 1363, Including Change Orders Less retention	$35,144.41	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1211	Units 1329, 1331, 1333, 2308, 201, 203, 205, 301, 303, 2308, Including Change	$65,466.92	COMPLETE	APPROVED	PAID

Contractor	Scope	IN #	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Siding Repair	#1214		$43,659.02	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1238	Units 303, 401, 403, 405, 407,2320, 2322, 2324, 2326, 2328, 1230, 2330, Including Change Orders Less retention	$82,370.83	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	1241	Units 2314, 2322 SM, 409, 411, 501, 503, 505, 507, 509,511, Including Change Orders Less retention	$74,333.60	COMPLETE	APPROVED	PAID

Contractor	Scope	IN #	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Siding Repair	1246	Units 601,603, 605, 813, 815 Including Change Orders above and at 507, 509 Less Retention	$60,308.06	COMPLETE	APPROVED	PENDING
CPR Construction	Siding Repair	1251	Units 601,603, 605, 607, 609,611, 613, 615, 701, 703,813, 815 Including Change Orders	**Total Due Minus Retention $69,707.27**	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	**1262**	Units 711,713,715 ,717,719, Including Change Orders	**Total Due Minus Retention $109,770.15**	COMPLETE	APPROVED	PAID

Contractor	Scope	IN#	Description	Value	Status Of Work	Status of Invoice	Status of Payment
CPR Costruction	Siding Repair	**1269**	Units 901, 903, 903,905,907 ,801,803,81 7, 807, 811, 809, Including Change Orders	**Total Due Includes Retention Invoiced $125,390.93**	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	**1280**	**See Detail on invoice.**	**Total Due Includes Retention Invoiced $100,823.87**	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	**1289**	Units 1001, 1003, 1005, 1007, 1009, 1011, 1013, 1015, 1017, 1019.	**Total Due Includes Retention Invoiced $116,590.22**	COMPLETE	APPROVED	PAID
Contractor	**Scope**	**IN#**	**Description**	**Value**	**Status of Work**	**Status of Invoice**	**Status of Payment**

CPR Construction	Siding Repair	**1298**	**See Detail on invoice.**	**Total Due Includes Retention Invoiced $104,600.15**	COMPLETE	APPROVED	PAID
Contractor	**Scope**	**IN#**	**Description**	**Value**	**Status of Work**	**Status of Invoice**	**Status of Payment**
CPR Construction	Siding Repair	**1312**	**See Detail on invoice**	**Due This invoice $15,047.66**	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	**1320**	**See Detail on invoice**	**Due This invoice $104,367.03**	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	**1321**	**Retention**	**Due This invoice $30,000.00**	COMPLETE	APPROVED	PAID
Contractor	**Scope**	**IN#**	**Description**	**Value**	**Status of Work**	**Status of Invoice**	**Status of Payment**

CPR Construction	Siding Repair	**1332**	**See Detail on invoice**	**Due This invoice $82,885.37**	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	**1337**	**See Detail on invoice**	**Due This invoice $133,263.53**	COMPLETE	APPROVED	PAID
Contractor	**Scope**	**IN#**	**Description**	**Value**	**Status of Work**	**Status of Invoice**	**Status of Payment**
CPR Construction	Siding Repair	**1342**	**See Detail on invoice**	**$70,080.75**	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	**1354**	**See Details on the invoice**	**$54,021.57**	COMPLETE	APPROVED	PAID
Contractor	**Scope**	**IN#**	**Description**	**Value**	**Status of Work**	**Status of Invoice**	**Status of Payment**
CPR Construction	Siding Repair	**1360**	**See Details on the invoice**	**$98,651.78**	COMPLETE	APPROVED	PAID
Contractor	**Scope**	**IN#**	**Description**	**Value**	**Status of Work**	**Status of Invoice**	**Status of Payment**

CPR Construction	Siding Repair	**1369**	**See Details on the invoice**	**$1,586.17**	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	**1370**	**See Details on the invoice**	**$56,776.47**	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	**1374**	**See Details on the invoice**	**$72,139.77**	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	**1378**	**See Details on the invoice**	**$54,179.63**	COMPLETE	APPROVED	PAID

CPR Construction	Siding Repair	**1398**	**See Details on the invoice**	**$30,529.16**	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	**1400**	**See Details on the invoice**	**$56,055.13**	COMPLETE	APPROVED	PAID
Contractor	**Scope**	**IN#**	**Description**	**Value**	**Status of Work**	**Status of Invoice**	**Status of Payment**
CPR Construction	Siding Repair	**1402**	**See Details on the invoice**	**$24,945.83**	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	**1404**	**See Details on the invoice**	**$50,483.82**	COMPLETE	APPROVED	PAID
CPR Construction	Siding Repair	**1406**	**See Details on the invoice**	**$31,364.19**	COMPLETE	APPROVED	PAID

Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Siding Repair	**1420**	**See Details on the invoice**	**$39,777.72**	COMPLETE	APPROVED	PENDING
CPR Construction	Siding Repair	**1426**	**See Details on the invoice**	**$29,386.15**	COMPLETE	APPROVED	PENDING
CPR Construction	Siding Repair	**1436**	**Fence repairs at 1411 Comnons**	**$6,008.38**	COMPLETE	APPROVED	PENDING
Progressive Painting	Paint	54	Painting	$14,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17256	Painting	$7,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17293	Painting	$28,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17300	Painting	$14,000.00	COMPLETE	APPROVED	PAID

Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
Progressive Painting	Paint	17326	Painting	$10,500.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17335	Painting	$14,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17361	Painting	$17,500.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17379	Painting	$15,750.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17390	Painting	$19,250.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17406	Painting	$14,000.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17419	Painting	**$7,000.00**	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17438	Painting	**$7,000.00**	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17445	Painting	**$7,000.00**	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17452	Painting	**$14,000.00**	COMPLETE	APPROVED	PAID

Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
Progressive Painting	Paint	17457	Painting	**$10,500.00**	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	17460	Painting	**$8,750.00**	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17473	Painting	**$14,000.00**	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17476	Painting	**$5,250.00**	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17487	Painting	**$5,250.00**	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17496	Painting	**$7,000.00**	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17510	Painting	**$8,750.00**	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17514	Painting	**$24,500.00**	COMPLETE	APPROVED	PENDING

Invoice Control Phase #1.							
			TOTAL APPROVED	**Invoiced Value $2,614,359.38**			
		.	TOTAL APPROVED, NOT PAID	**$99,672.25**			
			TOTAL PENDING APPROVAL	**0**			
			TOTAL PAID	**2,514,687.13**			

Cost Management- Phase #2.

Total Contract Amount

Contractor Code	Scope	Budget Value ($)	Change Orders Value ($)	Permits Value ($)	Invoiced Value ($)	Value Paid ($)
CPR Construction	Original Contract Siding & Trim	$1,465,021.00			Includes Change Orders Invoiced $269,800.50	$205,362.00
CPR Construction	Change Orders Siding & Trim		$572.18			
CPR Construction	Original Contract Fencing	$588,599.00				
CPR Construction	Change Orders Fencing		$8,547.25			
CPR Construction	Total Retention to date	$0				
CPR Construction	Total Retention Invoiced	$0			Included Above	Included Above
CPR Construction	Permits			$0	Included Above	Included Above
Progressive Painting	Painting Original Contract	$439,900.00			$0	$0
	TOTAL PAID TO ALL ABOVE				Invoiced Value $269,800.50	Value Paid $205,362.00

Invoice Control Phase #2.

Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction		1405	See Details on the invoice	$205,362.00	Work Started	APPROVED	PENDING
CPR Construction	Siding, trim & Fences	1427	See Details on the invoice	$28,076.49	COMPLETE	APPROVED	PENDING
CPR Construction	Siding, trim & Fences	1441	See Details on the invoice	$36,362.01	COMPLETE	APPROVED	PENDING
			TOTAL APPROVED	$269,800.50			
			TOTAL APPROVED, NOT PAID	$64,438.50			
			TOTAL PENDING APPROVAL	0			
			TOTAL PAID	$205,362.00			

End Report.

2024-08-01 ARC Minutes_rev_.docx

NEPENTHE ARCHITECTURAL REVIEW COMMITTEE MINUTES
Thursday, August 1, 2024
3:00 P.M.

The August 1, 2024, Thursday, 3:00 pm meeting was canceled because of lack of quorum and confusion about the new meeting time and date, with this month's business being conducted via email only.

Members participating: Alan Watters, chairperson; Allen Davenport; Paul Serafimidis.

Members absent: none

Also present and copied: Brian Coates, Board Liaison.

A. Introductions. none

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

B.2. Homeowner Requests Recommended to be Approved: (With conditions if so noted; with all votes unanimous unless otherwise noted.)
Board Action Requested.

1. **616 Elmhurst Circle –** A replacement trellis is requested for this 4400 model, using Nepenthe's large trellis design as was originally constructed for this residence. The contractor is to be A Different Path Construction from Pollock Pines. The design will be Nepenthe's large trellis design found in the Nepenthe's current *Rules for Home Improvement*, p.15. The two existing footings will be utilized. The building material will be exposed Douglas fir, and the hanger bolts and fittings will be Simpson Strong-Tie wood connectors. The completed structure is to be painted, "either the exterior color of the house or Cocoa Brown, the color of the fencing (p.15)." Voting was conducted by email with all committee members voting yes by August 8, 2024. **Approval Recommended.**

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

2. **1425 University Avenue –** Emergency HVAC replacement is requested for this 2300 model. Requested is the installation of a 15.2-SEER, 3-ton Carrier High Efficiency heat pump compressor and air handler. The new compressor cannot be placed in the same location as the previous one, on the east side of the garage because there is not enough room. Fortunately, the west side of the garage faces a fence separating Nepenthe from an apartment complex, with no Nepenthe houses on this west side of the garage. This placement has been used before, as the house immediately to the south has already relocated a newer heat pump condenser to the west of its garage. The new refrigerant lines will be run entirely inside the garage wall and attic. New wiring will enter the wall near the existing

circuit breaker and will be run similarly inside walls and attic. The fact that this model's design allows lines and new wiring to be run up, over and down all inside the garage and/or garage attic is a plus. The contractor is to be Clarke & Rush, of Sacramento, CA. A City permit is required by City codes. Voting was conducted by email with all Committee members voting yes by August 1, 2024. **Emergency Approval was Granted on August 1, 2023.**

3. **106 Elmhurst Circle –** Emergency HVAC replacement for this 2300 model. Requested is the installation of a 18-SEER, 3-ton Carrier High Efficiency heat pump and air handler. The existing refrigerant lines will be reused, and no new wiring needs to be installed. The contractor is Garrick A.C. Services/ Clarke and Rush of Sacramento. A City permit is required by City codes. Voting was conducted by email on August 6 with a unanimous vote in favor of approval. **Emergency Approval was Granted August 6, 2024.**

B.2.B. Homeowner Requests Not Recommended for Approval: none.

C. Old Business: None.

D. New Business: None.

E. Estoppel Inspections: A number of inspections were performed by Committee members.

F. Notices of Completion: Some signed.

Respectfully submitted, Alan Watters

08-15-24 Minutes, Grounds Committee (pdf).pdf

Grounds Committee Meeting Minutes
Thursday, August 15, 2024 at 3:00 pm
Nepenthe Clubhouse & Via Zoom

Members Present
Jim Shaw, Chair & Zone 6
Theresa McCrackin, Zone 1
Mary Gray, Zone 3
Paula Connors, Zone 4
Don Ellwanger, Zone 5
Jean Dascher, Zone 7

Also Present
Christina George, Board Liaison
Nicole Marks, General Manager
Julienna Michel, Admin. Asst.
Trevon McCrea-Simmons, Admin. Asst.
Oscar Lopez, Carson Account Mgr.
Paul Dubois, Grove Total Tree Care Arborist
Nick Shebert, Carson Landscape Industries, Irrigation Consultant

Members Absent
Diane Durawa, Zone 2

Homeowners Present: Markus Dascher, Carol Duke, Sue Henderson, Karen Lowery, Ann Pasiuk, Ricardo Pineda, Ashley Tangeraas

Agenda Items

Jim Shaw called the meeting to order at 3:00 pm.

Approval of the July 22 Meeting Minutes
A motion was made by **Jim Shaw** and seconded by **Jean Dascher** to approve the minutes for the July 22, 2024 meeting. Minutes approved.

AB 1572
Nick Shebert, Carson Landscape Industries, Irrigation Consultant

- AB 1572 is the Assembly Bill that restricts the use of potable water on nonfunctional turf.
- Many of the Bill's details are vague, and there are no provisions in it for enforcement.
- Enforcement goes into effect in 2029. The deadline for compliance is December 31, 2029.
- Water agencies are required to have plans for enforcement by 2027. Our water agency is the City of Sacramento. Nick suspects it has no plan yet.
- Nick recommends that Nepenthe make no changes to its landscaping policies until it learns the City's interpretation of the law.

During the presentation, **Christina George** reported that the Board had recently tabled 3 turf remediation proposals.

Nick followed up his ideas about AB 1572 with a presentation about bark options used as ground cover. He discussed the characteristics of four bark/wood products and supported Carson's choice of walking bark when considering aesthetics, soil moisture retention, replenishment frequency, and availability.

Chair and Liaison Reports
The Chair and Board Liaison waived their time to provide time for the remaining agenda items.

Carson Report

- Weed control in turf and planter beds for Zones 1,3,4,5,6 & 7 have been completed.
- Insect/Fungicide spraying will start on August 20.
- Run-off from the Elmhurst Circle:
  The watering schedule was adjusted. Rather than watering in one long run period, the scheduled watering time was divided into shorter run periods, followed by time for water to soak into the ground.
- Watering Days
  - Monday-Wednesday-Friday or Tuesday-Thursday-Saturday
  - Additional watering in certain turf areas to provide additional water for tree roots
- All homeowner and office irrigation issues are responded to daily.
- Maintenance Pruning and Detail Progress
  - Zones 1, 2, 4, 6 & 7 have been completed.
  - Zone 3 is 70% complete
  - Zone 5 is 80% complete
- Shrubs and stumps for the Phase 2 siding project have been removed.
- Landscape remediation in the Zone 4 Phase 1 siding project is ongoing.

Grove Tree Reports & Proposals, Zones 5 & 6

- Crews are currently pruning trees in Zone 1.
- Trees that are to be removed have tags on them informing the neighborhood that the trees will be removed in 30 to 60 days. Trees that require City permits for removal also display City tags. Work on Zone 1 trees should be complete by the end of August. Work on the trees in Zones 2-7 will occur in September and subsequent months.

Paul Dubois reviewed the findings of his Basic Visual Inspections of the trees in Zones 5 and 6. His reports supported the following Tree Work Proposals:

Zone 5 – reduction pruning on 18 trees
(Note: The address listed for Item #6, Figure #6 in the Zone 5 Tree Report and Tree Work Proposal should be 1185 Vanderbilt.)

Zone 6 - reduction pruning on 13 trees and 2 tree removals

Jim Shaw moved that the Committee advise the Board to approve the Grove Tree Work Proposals for Zones 5 and 6. **Don Ellwanger** seconded the motion. The motion was unanimously approved.

Steward Walk Notes

Theresa McCrackin presented the Walk Notes for Zone 1. After discussion, she moved that the Committee approve the recommendations. **Jean Dascher** seconded the motion. There were 5 votes for the motion and 1 abstention. The motion was approved.

Jim Shaw presented the Walk Notes for Zone 2. After discussion, he moved that the Committee approve the recommendations. **Jean Dascher** seconded the motion. The motion was unanimously approved.

Mary Gray presented the Walk Notes for Zone 3. The recommendations were discussed and revised. **Mary** moved that the Committee approve the recommendations with conditions. **Jean Dascher** seconded the motion. The motion was unanimously approved.

Paula Connors presented the Walk Notes for Zone 4. The recommendations were discussed and revised. WO#1198709 for 1012 Dunbarton was tabled for the September meeting. **Paula** moved that the Committee approve the recommendations with revisions. **Jean Dascher** seconded the motion. The motion was unanimously approved.

Jean Dascher presented the Walk Notes for Zone 5. The recommendations were discussed. WO#1207993 for 1426 Commons Drive was tabled for the September meeting. **Jean** moved that the Committee approve the recommendations. **Don Ellwanger** seconded the motion. The motion was unanimously approved.

Jim Shaw presented the Walk Notes for Zone 6. The recommendations were discussed and revised. WO#1229560 for 310 Elmhurst Circle was tabled for the September meeting. **Jim** moved that the Committee approve the recommendations with revisions. **Jean Dascher** seconded the motion. The motion was unanimously approved.

Jean Dascher presented the Walk Notes for Zone 7. The recommendation was discussed. She moved that the Committee approve the recommendation. **Don Ellwanger** seconded the motion. The motion was unanimously approved.

The Board Liaison will forward the recommendations to Management for follow-up.

Absence of Priority Levels on Grove Tree Work Proposals
Mary Gray asked why priority levels were not included in the Tree Work Proposals for Zones 5 and 6**.**
Christina George explained that during the last Board meeting, Board members discussed liability concerns connected with this practice. If the Board ignores expert advice for pruning specific trees in the proposal and those trees cause subsequent personal or property damage, the Association could be held responsible. As a result, the Board, by unanimous vote, decided to discontinue the use of priority level designations in Tree Work Proposals.

Meeting adjourned at 5:30 pm.

Next Grounds Committee Meeting:
Thursday, September 19 at 3pm
Nepenthe Clubhouse and via Zoom tm

Nepenthe Finance Committee August 19 2024 FINAL.do.docx

Attendees: **Carol Duke, Nina White, John Apostolo, Courtenay Delfin (Board Liaison)**
Excused: Susan Timmer
Absent: Tara Foust
Homeowners: Ashley Tangeraas, Karen Lowrey, Teresa McCrackin, Peter Pelkofer

Topic	*Objective / Info / Decision*	*Action*
Approval of Prior Meeting Minutes and Action Items	• Meeting called to order by Carol Duke @ 4:35. • Motion to approve July 2024 minutes (Apostolo) • Seconded (White)	• July 15, 2024 Finance Committee Action Items reviewed
Financial Statement Approval	• July financials not available	• Financial statements will be distributed, and questions or comments please forward to Carol Duke
General Manager Update	• We are past the reserve budget recommendations. Information has not been forthcoming • Operating budget work has not started	• Note
Reserve Study	• Browning has not returned the updated reserve study to date •	• Courtenay to work on reserve study information
Nepenthe Website	• Courtenay asked for Finance Committee review and feedback for the new website, which is currently the same as what is posted.	• Include Finance Committee meeting minutes. • Finance Committee to provide current website feedback to Courtenay Delfin who will forward to Nicole Marks by September 4, 2024 • Include archival data
Operating Budget	• Information will be shared with Carol this week	•
Deliverables	• Water billings ○ Current water billing information available from the City of Sacramento is not useful. Understanding this information is critical to homeowners as water meter billings will be include in monthly dues notices.	• **Courtenay to ask the Board to provide water billings information in a useful format.** • **Courtney to ask the Board to provide to the homeowners an example of what our monthly dues notices will look like.**
Homeowner Comments	• Water billings • Full reserve contribution not paid in June 2024, this is in addition to the missed January 2024 reserve payment. • State and Federal taxes. • Homeowner dues in 2025. Line-item discussion was very helpful • There is no discretionary account for “rainy day” expenses	• Courtenay to follow up on Homeowner Comments.

Adjourn	• Meeting adjourned @ 4:58.	

Next meeting: September , 2024 @ *4:30PM* @ *the Clubhouse and Zoom*
Submitted by; John Apostolo

Joanne Massoni - Election Committee Application.pd.pdf

NEPENTHE

Nepenthe Committee / Volunteer Application with Conflict of Interest Policy Acknowledgement

Contact Information:

Date: July 25,2024

Name: Joanne Massoni

Address: 407 Dunbarton Circle, Sacramento

Committee applying for: Inspector of Election, Election Committee

Phone Number: 916-202-8261

E-Mail Address: californiagirl22001@yahoo.com

Contributions:

How would you like to contribute to this committee?

Ensure a fair & impartial election.

Committees

If there is no room on the committee of your choice, would you be willing to serve on another committee? If so, which one?

Architectural	☐	Outreach	☐
Nominating	☐	Insurance, Legal & Safety	☐
Election	☒	Finance	☐
Grounds	☐		☐

Volunteer Only:

☐ I would like to be contacted to help with one-time events or short-term projects as needed.

Other ways I would like to volunteer are:

JM ***By providing your initials in this box, you agree that you have read, understand and will abide by the following:***

Acknowledgement of Conflict of Interest Policy: The applicant hereby acknowledges that he or she has read the Nepenthe Conflict of Interest Policy, has had an opportunity to ask any questions the he or she may have about the policy, and understands and agrees to comply with the policy.

Please return completed form with **Acknowledgement of Conflict of Interest Policy** to 1131 Commons Drive, Sacramento Ca 95825.

1. Elsa Morrison.pdf

IT COULD HAVE BEEN SO EASY!

All that needed to be done was to do what had been successful in previous years.

- Pull the shrub, plant, tree away from the structure.

- Gently lay a piece of siding across the plant, making room for the work to be done.

But no. That clearly didn't happen.
Instead the Nepenthe HOA is now dealing with a plethora of mangled plants that have an Iffy chance of surviving.

Is there a landscape budget to replace these plants — some were 4-5 feet tall. That means 5-10 gallon replacement plants.

If not replaced, homeowners get to live with pitiful looking driveways for years to come while plants recover, if they even can.

One of my neighbors will be selling her house in the next few months. What about her compromised property values?

What were you thinking?

Who made these decisions?

Didn't you learn from the mistakes from Dunbarton?
Why continue on Vanderbilt?

WATCH OUT ELMHURST, SWARTHMORE etc...

Elsa Morrison

Elsa Morrison
1276 Vanderbilt Way
Resident for over 20 years

2. Perry and Pat Peightal.pdf

Nepenthe Board
Management of Nepenthe

August 20, 2024

We have lived in Nepenthe over 20 years and have watched it deteriorate in the last 10 years. We have two concerns about this area in which we live.

First, the parking on Adelphi has become a nightmare. The circle is full of cars and trucks every night. The spill over parks in the club house parking lot. Usually at least 4 cars/trucks every night. The CC&Rs state that homeowners are not to use their garages as storage areas, work out spaces, or workshops. They are to park their cars in the garage. We know for a fact that 3 of our neighbors do not use their garages for cars. That puts many cars on the circle. If we CC&Rs rules about parking, shouldn't they we enforced? Maybe the cars around the circle could be check to see why they are not in a garage. You have also said that there is parking in the alleys. When we have workers that can't park in front of our house or even close, We will instruct them to park in the alley.

Our other concern is with the gardeners. They are always blowing stuff under our fence and into the back area. Yesterday, the gardeners blew toward out front door. All the leaves were left there. Their blowers are so strong that they pushed the welcome mat under the screen door and in the process broke off a chunk of the of the front stoop. They really need to be more careful with their blowers.

Sincerely,

Perry Peightal

Pat Peightal

3. Jerry Dunn.pdf

08/23/24

From: Jerry Dunn
716 Elmhurst Circle

To: Nepenthe Board

Re: **Let the Homeowners VOTE for Flood Insurance**

Dear Board Members:

Once again, you have replied to my request with half -truth information so this time I will call it as it is – **just another lie.**

When you said buying flood insurance cost less than Self Insuring, you are correct, however it has nothing to do with this matter. Self- Insurance is not required so it's irrelevant.

Flood Insurance is a Luxury Item which is costing Nepenthe nearly $ 400,000 a year.

Mortgage companies **do not** require flood insurance in our area because we are now a Zone X which means **low risk of flood**. If Mortgage companies don't require it, then why should just 3 members of the board be allowed to decide for 590 people.

Attached is a flood map that shows most of Nepenthe is actually about 3 feet higher than American River Dr. and other public streets. Because of this and the improved levee system, Nepenthe should let the residents make that decision for themselves. No other HOA requires it either.

We live in a Democracy, but you continue to act like Dictators and respond with lies.

If a majority votes to continue over-paying for poor coverage that is not required by anyone except 3 members of the board, then I will accept that decision. We deserve the right to choose.

Let the homeowners decide !

Jerry D. Dunn, ARM

716 ELMHURST CIR, SACRAMENTO, CA 95825

Flood Factor | Fire Factor | Wind Factor | Air Factor | Heat Factor



Map Layers

Current & Future Risk

Read less

Year

In 30 years

Scenario

Probable event - 1% likely

0 ft

Max depth of flooding to building

MOST BUILDINGS IN NEPENTHE ARE ABOUT 3' ABOVE THE CITY STREETS.

If a probable flood event occurred in 30 years,chances are minimal that flood water will reach the largest building or center of this property. This type of event has a **1%** chance of occurring in 30 years.

https://firststreet.org/property/716-elmhurst-circle-sacramento-ca-95825/600167394_fsid/maps/flood#current-future 1/1

4. Bill White.png

Nepenthe Board 8/10/24

Water meter question

I read the information on the website about the water meter project I was aware of most of that information as I had attended several meetings and asked questions. One thing that has not been explained is what will happen to the water bill the Association currently gets from the city.

Given the solution that was used to comply with the meter rules it seems that the water used by the Association for lawns, pools, and club house usage which the city currently bills the Association will also stop, unless there is a separate water connection just for Association use, which I don' t think is the case. That charge, which is currently factored into the monthly dues, will now be part of the total water bill the Association receives and will be divided among the owners. Will Association estimated bill used in building the budget be removed from the budget calculation?

Thanks

Bill White
718 Elmhurst Cir

5. Ashley Tangeraas.pdf

I noticed that the attached $69,760 proposal for Zone 2 paint and siding preparation didn't make it in the newsletter. I also noticed that the Board is now including whether or not a proposal passed unanimously as well as the number of dissenters. I do hope that a correction can be published or mentioned in the next Friday email blast along with the voting record. If the Board is claiming they are being "transparent", there needs to be some consistency. I know that some things are mentioned at board meetings and might be found if you dig around the work orders in the board packet, but it is difficult for us homeowners to keep track of what's going on when they are not voting in open session.

On another note, I have looked at the black dots and documented the Zone 2 removals. I highly doubt that $1,000 worth of materials will be installed given the small number of shrubs that were actually removed. I'd also be very surprised if the required labor is four crew and 16 days of 512 hours at $105 an hour, or $53,760. As such, I am requesting that Carson provide invoices for materials and documentation of labor costs. From my view, it didn't appear that for the $200,560 October 26, 2023 proposal that there were four crew for 46 days, nor was $46,000 spent on materials. For your reference, I have included a 2021 Carson proposal which provides details and a scope of work. Given that Carson doesn't provide any information at all anymore as they enjoy an exclusive vendor relationship, this blank check type of proposal is highly inappropriate especially since the grounds committee or homeowners were not included in the decision making nor provided the opportunity for comment. In July's board packet, it included a letter showing pictures of the black dots which was intentionally deceptive. The other thing that is very wrong about this $200,560 proposal is that we paid them before the work was finished claiming it was a financial decision based on closing out the books when we could have instead earned, even with a progress payment, about a $1,000 worth of interest on this money and created some type of carry forward of this accounts payable. In short, the games are not appreciated and do not think that our Board is holding up to their fiduciary duty. It's just bad stewardship and not right.

Since there is no detail in these proposals, it is impossible to hold our landscaping vendor accountable. I do not believe we are getting what we pay for and suggest that if Carson doesn't want to take the time to write up an industry standard detailed proposal where we can validate the work was completed, we should have Paul Reeves supervise Carson. I had a discussion with Paul and he said that we have received a few credits for estimates that assumed certain fence work needed replacement when it was later found to be salvageable. Paul could check the receipt for materials and labor hours to negotiate potential credits for us. I do believe that we would quickly recoup any consulting costs to Paul for this oversight and this would also mitigate some of the inconsistencies we are seeing in the work quality product. I understand that Paul is not a landscaping specialist, but believe he would be very effective overseeing the landscape renovation work. I do believe that we should hire a professional landscape architect, but I think Paul is a good temporary solution. Please include this as an agenda item for the next board meeting.

Thanks,
Ashley Tangeraas

August 2024 - Homeowner Responses.pdf

RESPONSES TO AUGUST 2024 OPEN MEETING COMMENTS and CORRESPONDENCE

Please note these responses will always be attached to packets for Open Board meetings following the meeting where the comment was made and will also be published with the monthly newsletter. As time, quantity of homeowner comments, and level of research necessary to prepare full and accurate responses permits, these responses may also be emailed mid-month after the meeting date mentioned in the heading.

HOMEOWNER FORUM

1. **Bill White, Outreach Committee member,** Homeowner: Watering is occurring at the Commons roundabout 6 days a week. We should be on a 3 day/week schedule. There is overwatering that runs onto the road and will eventually cause damage. This has been reported to the office but there has been no change.
Topics: Overwatering

[The GM, Nicole, confirmed that the information had been received and transmitted to the contractor who is working to resolve the problem.]

2**. Leslie Arnal, ILS Committee member**, Homeowner: The number of tennis players in the community has increased. On weekend mornings the courts are often full, with more players hoping for a court. A reservation system will help. The Commons courts need to be cleaned and the key does not always work.
Topics: Tennis Court Access; Reservation System

[Director George relayed that last month cleaning equipment was approved and the handyman will be cleaning the courts. GM Nicole relayed that the Commons court has been rekeyed and that those with keys should come to the office for replacements.]

3. **Ricardo Pineda, ILS Committee member,** Homeowner: Be careful and aware when apparent salespeople come to your door. He recently experienced an encounter with someone who looked ok but when asked for details about the product he said he was selling, could not produce information or material.
Topics: Safety

Board Response: Thank you for your information.

4. **Nina White, Finance Committee member,** Homeowner: Last year's dues increase was large. She would appreciate the Board keeping the dues flat.
Topics: HOA Fees

Board Response: The Finance Committee is currently reviewing and will be making recommendations to the Board on the annual Reserve study. After those recommendations are completed, the Committee will turn its attention to Nepenthe's operating budget. It is an objective to look for cost savings where appropriate.

5. **Will Vizzard**, **former Board Member and Finance member,** Homeowner: Wishes to give his perspective on the recall. In his 8 years on the Board and 12 years on Finance, no one has put in as much time working for this community, other than Otis Turner, than Christina has. Whoever signs a contract, which is a ministerial function, is simply carrying out the instructions of the Board who have already voted for that contract. A signatory to a document is simply confirming that the Board has passed (voted for) the issue. The Board can delegate authority to anyone. They can delegate authority to the manager if they choose. The bylaws and counsel say it does not matter but some can argue. The recall is a tempest in a teapot.
Topics: Recall Effort

Board Response: Thank you for your comments**.** No contracts or proposals are approved without the approval of a majority vote of the 5-member Board. All Directors, including the Member at Large, have signature authority once the Board votes to authorize an expenditure. Work orders, resulting from Board decisions are prepared by the General Manager. Each transfer of funds to pay invoices is approved by 2 Directors.

6. **Bonnie Jacobson (via chat), Outreach Committee member,** Homeowner: Is there a way to explain to homeowners why some HOA Board issues are discussed in closed session versus open?
Topics: Closed (Executive) Session vs Open Session

[GM, Nicole, explained]

7. **Ashley Tangeraas**, **former Board member,** Homeowner: The way she reads the Bylaws and law nothing says not to do business in open session. She wants a letter from the HOA attorney stating what discussions should be in Executive session. There is no way to prove that landscape proposals cost as much or that the work is done. The Board should come clean and follow the law. Legal counsel should put in writing its advice.
Topics: Executive Session vs Open Session

Board Response: The following items can be discussed in Executive Session in accordance with Civil Code 4935: Litigation, Formation of Contracts, Disciplinary Hearings, Personnel Issues, and Payment Plans.

8. **Susan Timmer, Finance Committee member and former Chair,** Homeowner: Wishes to join Will Vizzard in his comments. She wishes there was more information available on why the recall is not a good thing for the community. It speaks poorly of the feeling of community. She doesn't understand the arguments, they seem personal and petty, dressed up in a garb of officialdom. It's something that a group of people have against Christina and they have made a federal case out of it which is ending up costing the community a fair amount not just in terms of money that will have to be paid but also in terms of a feeling of community. She objects to the recall.
Topics: Recall Effort

Board Response: Thank you for your comments. The Nepenthe attorney finds no violation of the Bylaws in the charges made in the petition. There is evidence that Members at Large have signed documents on previous Boards.

9. **Joan Barrett, Outreach Committee Secretary**, Homeowner: She is sad at what has happened in this community. The Community is not benefiting from the divisiveness. Someone must be getting something out of it. Christina works her ass off. Saying this not as a friend, just a homeowner. Nothing Christina has done is self-serving or wrong.
Topics: Recall Effort

Board Response: Thank you for your comments. The Member at Large, is the fifth member of the Board and is a voting member of the Board. She fulfills duties as assigned by the President or by the Board.

10.**Gerry Gelfand, Outreach Committee member**, Homeowner: She also supports the comments critical of the recall effort. The Board is volunteers, not employees. They put in many hours doing what they do and they deserve support.
Topics: Recall Effort

Board Response: Thank you for your comments. We acknowledge that all directors are volunteers. The costs and benefits of their decisions for the Association are shared equally by them.

11. **John Baker, former Board member and former Finance Committee member**, Homeowner: With all the chatter going on in the community, his experience on several Boards has been that it takes a majority vote to pass. Is that true of the Nepenthe Board?
Topics: Vote Requirement to Pass

Board Response: All negotiations, contracts and approval of contractor proposals are conducted in Executive session upon legal advice. All contracts and proposals are discussed by Directors prior to voting. A favorable vote by a majority of the Directors is required for approval. Once a proposal is approved by the Board, a Director signs the document to certify that the Board has approved. That document then forms the basis for writing a work order to the contractor.

12. **Bill Newbill, former ILS Committee member**, Homeowner: His long experience in insurance and discussions with others in the field tell him we should be keeping reports and claims down as the rate increases could be as high at 30%.
Topics: Insurance Rates

Board Response: The Board thanks you for this insight

13. **Jerry Dunn, former ILS Committee member:** The responses to his July correspondence about flood insurance were inaccurate. Why homeowners vote on keeping or canceling flood insurance?
Topics: Flood Insurance

Board Response: See comments in reply number 4 under CORRESPONDENCE below.

CORRESPONDENCE

1. **Doris Beard Prout,** Homeowner: Has requested multiple times the removal of two liquid amber trees. They are safety hazards as well as messy and creating cleanup issues on her patio. Would like the trees removed or for Nepenthe to clean the debris that falls into her areas.
Topics: Removal of trees

Board Response: As a designated urban forest, Nepenthe does not have full control of our trees**.** If a tree trunk is beyond 24 inches in circumference, the City of Sacramento makes the ultimate decision on any removals. The City will not issue permits for removal because a tree is messy. The tree must have a significant defect that poses a safety hazard that cannot be mitigated through pruning; causing damage to a home (sidewalks and paths do not qualify); diseased; or dying, in order for the tree to be considered for removal. The office will contact our arborist at Grove for his evaluation of the trees to see if they meet the criteria as set forth by the City.

2. **John Baker, Leslie Arnal, Beverly Humphrey, Manny Tequida** Homeowners: These tennis players are requesting a reservation system for clubhouse tennis court use based upon systems in place in Campus Commons.
Topics: Tennis Court Reservations

Board Response: This policy topic will be considered in September.

3. **Amelie Gannon,** Homeowner: Her gate facing University Ave continues to be inoperable despite repairs. She is requesting a new gate.
Topics: Gate Repair

Board Response: The office will request an evaluation and recommendation from our fence contractor.

4. **Jerry Dunn,** Homeowner: Feels his prior letter about flood insurance was misrepresented in the summary statement prepared for the July Homeowner Response. He wants a community-wide vote on retaining or ending the HOA-carried flood insurance. Feels the response from the Board was false and misleading.
Topics: Flood Insurance

Board Response: As we all know, Insurance is carried to cover unanticipated or unexpected happenings. The least expensive way to indemnify the Association against a loss due to flooding is to purchase insurance instead of increasing our reserves to cover potential loss. As such, the Board has decided to continue to carry flood insurance.

6. **Carol Duke,** Homeowner: When will the Board begin to give homeowners notice of landscape changes? The markings are too small for homeowners to determine which plantings are to be removed.
Topics: Siding Shrub Removal

Board Response: When the damage impact of close shrub plantings was recognized in Phase 1 of the siding project, the Board began identifying and marking plants that had or would cause siding damage as well as plantings that inhibited worker access. The first removals were done without much notice to the community. Since then, the marking of the plants has been done in advance of the siding work by placing paint marks on plants to be removed (previously white paint was used to identify the trees, however some homeowners felt it unsightly). Timing of the walks (which include 2 directors, the siding project manager, the landscape supervisor and the chair of Grounds) must provide sufficient time for the walk, proposal preparation, approval at monthly Board meetings and for worker scheduling before the expected date of the siding work. The beginning date and start point for Phase 2 siding was provided too late to give full notice and still meet the necessary deadlines. Future walks will be noticed in the association weekly emails as planned.

OpenSession_08072024_Minutes.pdf

NEPENTHE ASSOCIATION

Open Session

August 7, 2024 6:00 PM
Nepenthe Clubhouse
1131 Commons Drive
Sacramento, CA

MINUTES

Directors Present
MARKUS DASCHER TTEE - President
CHERYL NELSON - Vice President
CHRISTINA GEORGE - Member at Large
COURTENAY DELFIN - Treasurer
BRIAN COATES - Secretary

Directors Absent
None

Additional Attendees
Nicole Marks, CMCA, AMS - General Manager, FirstService Residential
Julienna Michel - Administrative Assistant, FirstService Residential

I. CALL TO ORDER

The meeting was called to order at 6:03PM.

II. EXECUTIVE SESSION ACKNOWLEDGEMENT/ANNOUNCEMENT

In accordance with Civil Code Section 4935(a) the Board met in Executive Session on August 7, 2024 to consider litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon the member's request, regarding the member's payment of assessments, as specified in Civil Code.

- Foreclosure approved on July 3, 2024 for APN #295-0350-014-0000
- Foreclosure approved on August 7, 2024 for APN #295-0140-026-0000

The Board met in Executive Session on August 7th. The Board took the following actions during the August 7th meeting:

- The Board approved proposal from The Grove Total Tree Care for Tree Removals and Pruning in Zone 3 in the amount of $21,635.
  - *The Board approved this proposal unanimously*
- The Board approved proposal from The Grove Total Tree Care for Tree Removals and Pruning in Zone 4 in the amount of $22,360.
  - *The Board approved this proposal unanimously*

- The Board approved proposal from Carson Landscape for homeowner landscape requests in the following locations:1182 Vanderbilt, 1323 Vanderbilt, 108 Elmhurst, 503 Elmhurst and Dunbarton Cabana with the following scope of work: Remove grinds, Install Topsoil Blend 70/30 (a blend of 70% clean screened top soil, and 30% Z-Best Organic Compost. This blend qualifies toward LEED certification), Install new plants or ground cover depending on the area, Install or adjust irrigation accordingly: Drip, Netafim or Pop-ups, Install walk on bark in some locations in the amount of $24,395.
    - *The Board approved this proposal unanimously*
- The Board approved proposal from Carson Landscape for homeowner landscape request in the following location: 212 Dunbarton with the following scope of work: Remove some soil from planters by sidewalks, Install fabric approximately 50', Add berry creek rock in the amount of $980.
    - *The Board voted as follows: AYE - 3 votes, NAY - 2 votes*
- The Board approved 3 proposals from Carson Landscape for remediation at tree removal sites in the following locations: Vanderbilt Way - 1026, 1083, 1095, 1113, 1125, 1213 & 1329, Swarthmore Drive - 2236, 2242, 2243, 2264, 2277, Elmhurst Circle - 408, 504, & 720, Adelphi - 16, Commons Dr - 1037, 1041, Dunbarton - 108, 303, 308, 709, & 1003 for the total amount of $35,660.
    - *The Board approved this proposal unanimously*
- The Board approved proposal from Sparkling Clear Pool Service for the replacement of the Clubhouse Spa Light in the amount $1,950.
    - *The Board approved this proposal unanimously*
- The Board approved CPA Engagement Letter from Levy, Erlanger & Company LLP for the 2024 Fiscal Year-End Review and Tax Preparation in the amount of $2,170.
    - *The Board approved this proposal unanimously*

III. INVITED GUEST - PAUL REEVES

Paul Reeves was present to discuss Phase 1 completion and Phase 2 game plan.

IV. REPORTS

A. GENERAL MANAGER'S REPORT

General Manager, Nicole Marks, provided verbal GM report.

V. COMMITTEE UPDATES

A. ARCHITECTURAL COMMITTEE

Resolved

The Board affirms the committee's recommendations below:

Address	Modification	Recommendation
702 Elmhurst	Patio Slider	Approval
28 Adelphi	HVAC	Approval
814 Elmhurst	Sunshade	Approval with Conditions: The homeowner will accept the responsibility for removing the mounting hardware and reinstalling it at the time of siding maintenance.
718 Elmhurst	Windows	Approval
1417 Commons	Emergency HVAC	Approval
1117 Commons	HVAC	Denial

201 Elmhurst	Windows	Denial
1136 Vanderbilt	Front Door	Denial: Request the resident to immediately choose one color and repaint the door by September 1, 2024.

Motion: CHERYL NELSON
Second: MARKUS DASCHER TTEE

► ***Resolved***
The motion passed unanimously

B. OUTREACH COMMITTEE

Marcy Best provided verbal update for Outreach Committee; discussed upcoming events for 2024.

C. ILS COMMITTEE

Leslie Arnal provided verbal update for ILS Committee; discussed fencing and security options.

D. GROUNDS COMMITTEE

Jim Shaw provided verbal update for Grounds Committee; discussed process for service requests.

E. FINANCE COMMITTEE

No updates were provided by the Finance Committee.

F. ELECTION COMMITTEE

No updates were provided by the Election Committee.

VI. HOMEOWNER CORRESPONDENCE

A. HOMEOWNER CORRESPONDENCE - 08.07.24

The Board has acknowledged receipt of all correspondence received and will respond accordingly.

B. HOMEOWNER COMMENT/CORRESPONDENCE FOLLOW UP - 07.03.24

The Board has provided written response to all Homeowner Correspondence received for the July 3, 2024 Open Session Board Meeting.

VII. NEW BUSINESS

A. OPEN SESSION MINUTES - JULY 3, 2024

Resolved

The Board approves the Open Session Minutes dated July 3, 2024 as presented.

Motion: CHRISTINA GEORGE
Second: MARKUS DASCHER TTEE

► ***Resolved***
The motion passed unanimously

B. FINANCIAL STATEMENT - JUNE 2024

Resolved

The Board accepts the Association's income statement for June 2024 comparing actual results to budget, reserve statement, bank statements and reconciliations, check history report and general ledger as presented, subject to an annual audit. The report reflects a year-to-date net operating income of $103,975.20 and year-to-date reserve funding of $1,125,674.67 compared to the year-to-date reserve funding budget of $1,185,384. The actual year-to-date operating expenses were $1,293,978.11. The

budgeted year-to-date operating expenses were $1,033,110. The association has $165,851.29 in operating funds, which represents 0.45 months of budgeted expenses and reserve contributions. The association has $10,394,327.95 in reserve funds.

Motion: COURTENAY DELFIN
Second: CHERYL NELSON

- ***Resolved***
  The motion passed unanimously

VIII. HOMEOWNER FORUM

Multiple Owners addressed the Board during Homeowner Forum. Cheryl has notated all the comments/questions and will draft the responses for the September 4th Open Session Board Meeting.

IX. NEXT BOARD MEETING

The Association's next open Board meeting will be held September 4, 2024, at 6:00 pm.

X. ADJOURN

The meeting was adjourned at 7:10PM.

APPROVED **DATE**

NEP 07-24 FINANCIAL.pdf

NEPENTHE ASSOCIATION

CASH BASIS FINANCIAL STATEMENTS

FOR THE MONTH AND SEVEN MONTH(S) ENDED
JULY 31, 2024

CONTENTS

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THE ACCOMPANYING FINANCIAL STATEMENTS ARE SUBJECT TO AUDIT AND ARE ONLY INTENDED FOR THE ASSOCIATION'S INTERNAL USE.

PREPARED BY:

FirstService RESIDENTIAL

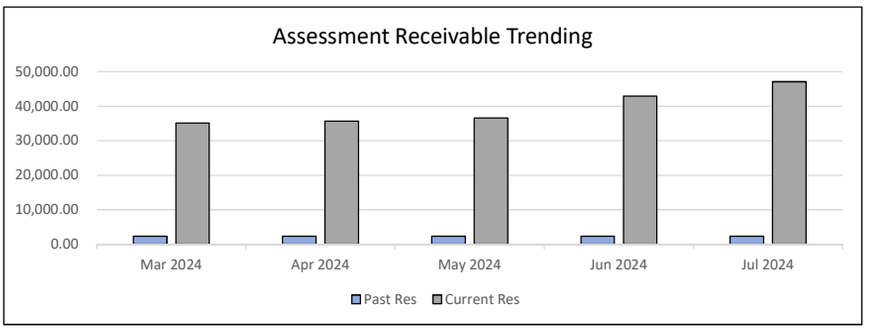
NEPENTHE ASSOCIATION

Financial Summary

Fiscal Year End:	**December 31, 2024**			
For the Month Ended:	**July 31, 2024**			
Operating cash	228,838.93	166,326.29	Increase in Cash	62,512.64
Reserve cash	10,165,093.44	10,393,852.95	Decrease in Cash	(228,759.51)
Adj Operating Cash (see note 1)	165,790.34	102,178.51	Increase in Cash	63,611.83
Average budgeted expenses / month	369,749.00			
Average # of months of available cash	0.62			
Percent Funded Per 2024 Reserve Study	186.0%			

ASSESSMENT SUMMARY

Prepaid Utilities	
Monthly Assessment Budget	365,799.00
Assessment Cash Received	379,638.02
Total Assessments Receivable	
0-30 days late (see note 2)	0.00
31-60 days late	12,736.40
61-90 days late	7,315.73
over 90 days late	29,380.37
Total Assessments Due	49,432.50
Other Receivable	50,465.97
Past Residents Assessments Rec.	2,271.45
Prepaid Assessments	63,048.59



OPERATING SUMMARY

Category	July Expenses	YTD Expenses	YTD Budget	YTD Variance	Negative YTD Variances>$2000
Utilities	11,610	94,260	94,227	(33)	
Landscape	48,880	345,160	347,368	2,208	
Common Area	14,391	177,128	136,143	(40,985)	
Management/On-Site Admin	38,989	465,717	274,575	(191,142)	
Insurance	45,326	369,684	352,982	(16,702)	
Total Operating Expenses	159,196	1,451,949	1,205,295	(246,654)	Spending overbudget year-to-date
YTD Profit/(Loss)		137,858			

RESERVE SUMMARY

Contribution to Reserves this month:	197,564.00	Reserve Disbursements this month:	465,406.50
Contribution to Reserves Year-to-Date:	1,086,602.00	Reserve Disbursements Year-to-Date:	2,086,742.75
Interest on reserve funds Year-to-Date	275,244.66		

ITEMS OF NOTE

1. Adj Operating Cash is calculated by Operating Account Funds minus Prepaid Assessments.
2. In a month with 31 days, assessments owed for that month would be reflected under 31-60 days late.
3. Insurance Claim of $202,707.63 added directly to reserves, will not reflect on income statement, nor will it offset the budget.

Nepenthe's Year To Date Cash Flow

Source		Operations	Reserves
Beginning Balance	**1/1/2024**	**193,609**	**10,905,489**
Plus	Income	2,952,879	
	Reserve Investment Income		275,245
	Contributions to Reserves		1,086,602
	Accounts Payable	232,843	
	Processing Fees		
Less	Operating Expenses	(1,451,949)	
	Reserve Funding	(1,086,602)	
	Reserve Expenses		(2,086,743)
	Due to Operating	0	
	Receivable from Management	(900)	
Ending Balance	**7/31/2024**	**228,839**	**10,165,093**

Budget Report

Actual Income - Year-to-date		$ 2,952,878.59
Budgeted Income - Year-to-date		$ 2,588,243.00
Produced a positive	Year-to-date income variance of	$ 364,635.59
Actual Expenses and Reserve Contribution - Year-to-date		$ 2,813,795.75
Budgeted Expenses and Reserve Contribution - Year-to-date		$ 2,588,243.00
Produced a negative	Year-to-date operating expenses variance of	$ (225,552.75)
The two combined variances produced a positive	Year-to-date variance of	$ 139,082.84

Other Information

Unpaid assessments at	7/31/2024	were:	$ 49,432.50
Prepaid assessments at	7/31/2024	were:	$ 63,048.59

NEPENTHE ASSOCIATION
COMPARATIVE BALANCE SHEET
07/31/2024

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

	CURRENT MONTH	PRIOR MONTH
CASH AND INVESTMENTS		
OPERATING ACCOUNT FUNDS	228,838.93	166,326.29
PETTY CASH	150.00	150.00
RESERVE ACCOUNT FUNDS	10,165,093.44	10,393,852.95
TOTAL CASH AND INVESTMENTS	10,394,082.37	10,560,329.24
OTHER ASSETS		
UNFUNDED RESERVES	296,346.00	296,346.00
RECEIVABLE FROM MANAGEMENT	900.00	900.00
TOTAL OTHER ASSETS	297,246.00	297,246.00
TOTAL ASSETS	10,691,328.37	10,857,575.24
L I A B I L I T I E S		
ACCOUNTS PAYABLE	232,842.50	203,737.50
UNFUNDED RESERVES	296,346.00	296,346.00
TOTAL LIABILITIES	529,188.50	500,083.50
M E M B E R S E Q U I T Y		
GENERAL RESERVE FUND BALANCE	10,165,093.44	10,394,327.95
OPERATING FUND BALANCE-BEG OF YEAR	(140,811.41)	(140,811.41)
CURRENT YEAR INCOME/(LOSS)	137,857.84	103,975.20
TOTAL LIABILITIES & MEMBERS EQUITY	10,691,328.37	10,857,575.24

NEPENTHE ASSOCIATION
RESERVE FUND BALANCES SUPPORT SCHEDULES
07/31/2024

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

	PRIOR YEAR BALANCE	BEG BAL REALLOCATION	ADDITIONS THIS YEAR	EXPENSE CURRENT MONTH	PREVIOUS EXP CURRENT YEAR	CURRENT BALANCE
GENERAL RESERVES						
23103 INTEREST ON RESERVE FUNDING	524,279.79	(524,279.79)	275,244.66	0.00	0.00	275,244.66
22872 GYM/WORKOUT FACILITY	31,790.43	(16,544.17)	1,496.00	0.00	0.00	16,742.26
22960 PAINTING-INTERIOR RESERVES	21,475.36	(10,585.17)	1,111.00	0.00	0.00	12,001.19
23014 CONCRETE REPAIRED RESERVES	160,344.60	(44,908.64)	11,550.00	0.00	(72,361.00)	54,624.96
23058 GENERAL RESERVES	0.00	0.00	0.00	(2,778.68)	0.00	(2,778.68)
23120 ROOF RESERVES	6,657,012.44	(2,796,702.98)	385,176.00	(1,940.00)	(22,210.00)	4,221,335.46
23122 POOL/SPA RESERVES	143,567.02	5,628.52	14,850.00	(595.00)	(11,741.62)	151,708.92
23127 FENCING RESERVES	(139,895.10)	502,538.27	36,217.50	(261,430.79)	(292,903.77)	(155,473.89)
23133 IRRIGATION RESERVES	329,808.71	530,515.93	85,877.00	(13,620.00)	(88,731.00)	843,850.64
23146 SIGNS RESERVES	46,858.61	(15,277.07)	3,195.50	(285.63)	(1,284.77)	33,206.64
23178 PAVING RESERVES	712,705.89	(115,923.74)	59,510.00	0.00	0.00	656,292.15
23199 RESERVE STUDY RESERVES	4,815.49	3,896.66	836.00	0.00	(6,600.00)	2,948.15
23201 PRIOR YEAR FUNDING	187,620.00	(187,620.00)	0.00	0.00	0.00	0.00
L23133 OUTDOOR EQUIPMENT RSRV	(537.99)	799.19	22.00	0.00	0.00	283.20
L23135 PAINT EXTERIOR RSRV	1,098,643.63	(420,185.09)	67,694.00	0.00	(71,750.00)	674,402.54
L23136 STRUCTURAL REPAIRS RSRV	1,791,300.39	269,122.66	205,518.50	(149,590.69)	(640,799.37)	1,475,551.49
N22911 UNDERGROUND UTILITY RSRV	(70,237.81)	209,632.18	13,931.50	(3,000.00)	(1,990.00)	148,335.87
N23017 CLUBHOUSE RENOVATION RSRV	417,259.04	(254,995.28)	16,197.50	(12,933.00)	(19,923.17)	145,605.09
N23130 MISCELLANEOUS RSRV	84,222.18	(73,331.99)	1,122.00	0.00	0.00	12,012.19
N23274 TENNIS COURT RSRV	117,812.55	(43,759.29)	7,364.50	0.00	0.00	81,417.76
N23275 GROUNDS RESERVE	(725,443.29)	1,585,767.93	163,947.00	(395.00)	(259,182.00)	764,694.64
N23282 TREE REMOVAL ANNUAL MAINT RSRV	(473,273.29)	1,333,597.93	7,807.00	(18,837.71)	(121,917.29)	727,376.64
N22991 POLE LIGHT REPAIRS RSRV	(29,943.38)	62,613.94	3,179.00	0.00	(10,138.00)	25,711.56
Z29000 PENDING RESERVE EXPENSE	(195.74)	0.00	0.00	0.00	195.74	0.00
TOTAL GENERAL RESERVES	**10,889,989.53**	**0.00**	**1,361,846.66**	**(465,406.50)**	**(1,621,336.25)**	**10,165,093.44**

NEPENTHE ASSOCIATION
I N C O M E S T A T E M E N T
07/31/2024

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

ACTUAL	MONTH BUDGETED	VARIANCE	G/L NUMBER	DESCRIPTION	ACTUAL	YEAR TO DATE BUDGETED	VARIANCE	ANNUAL BUDGET	$ REMAINING IN BUDGET
				REVENUE					
378,287.98	365,799	12,488.98	14000	HOMEOWNER ASSESSMENT REVENUE	2,552,470.53	2,560,593	(8,122.47)	4,389,588	1,837,117.47
0.00	2,000	(2,000.00)	14087	EASEMENT AGREEMENT	15,091.38	14,000	1,091.38	24,000	8,908.62
30.64	150	(119.36)	14101	INTEREST ON PAST DUE ASSESSMENTS	1,430.68	1,050	380.68	1,800	369.32
85.00	50	35.00	14110	KEY REVENUE	580.00	350	230.00	600	20.00
(625.00)	350	(975.00)	14113	CLUBHOUSE RENTAL	4,375.00	2,450	1,925.00	4,200	(175.00)
596.00	0	596.00	14116	CC&R VIOLATIONS/FINES	2,456.00	0	2,456.00	0	(2,456.00)
10,800.00	1,400	9,400.00	14122	INSURANCE REIMBURSEMENT	87,149.39	9,800	77,349.39	16,800	(70,349.39)
0.00	0	0.00	14132	MISCELLANEOUS REVENUE	11,061.89	0	11,061.89	0	(11,061.89)
243.00	0	243.00	14162	OPERATING INTEREST REVENUE	1,794.06	0	1,794.06	0	(1,794.06)
38,607.99	0	38,607.99	14163	RESERVE INTEREST REVENUE	275,244.66	0	275,244.66	0	(275,244.66)
428,025.61	**369,749**	**58,276.61**		**TOTAL REVENUE**	**2,951,653.59**	**2,588,243**	**363,410.59**	**4,436,988**	**1,485,334.41**
				RESERVE CONTRIBUTION					
272.00	272	0.00	19572	GYM/WORKOUT FACILITIES RESERVES	1,496.00	1,904	408.00	3,264	1,768.00
202.00	202	0.00	19660	PAINTING-INTERIOR RES	1,111.00	1,414	303.00	2,424	1,313.00
2,100.00	2,100	0.00	19714	CONCRETE REPAIR RESERVE	11,550.00	14,700	3,150.00	25,200	13,650.00
38,607.99	0	(38,607.99)	19803	GENERAL RESERVE INTEREST	275,244.66	0	(275,244.66)	0	(275,244.66)
70,032.00	70,032	0.00	19820	ROOF RESERVE	385,176.00	490,224	105,048.00	840,384	455,208.00
2,700.00	2,700	0.00	19822	POOL/SPA RESERVE	14,850.00	18,900	4,050.00	32,400	17,550.00
6,585.00	6,585	0.00	19827	FENCING RESERVE	36,217.50	46,095	9,877.50	79,020	42,802.50
15,614.00	15,614	0.00	19833	IRRIGATION RESERVE	85,877.00	109,298	23,421.00	187,368	101,491.00
581.00	581	0.00	19846	SIGN RESERVE	3,195.50	4,067	871.50	6,972	3,776.50
10,820.00	10,820	0.00	19878	PAVING RESERVE	59,510.00	75,740	16,230.00	129,840	70,330.00
152.00	152	0.00	19899	RESERVE STUDY	836.00	1,064	228.00	1,824	988.00
4.00	4	0.00	L19833	OUTDOOR EQUIPMENT RSRV	22.00	28	6.00	48	26.00
12,308.00	12,308	0.00	L19835	PAINTING EXTERIOR RESERVE	67,694.00	86,156	18,462.00	147,696	80,002.00
37,367.00	37,367	0.00	L19836	STRUCTURAL REPAIRS RSRV	205,518.50	261,569	56,050.50	448,404	242,885.50
2,533.00	2,533	0.00	N19611	UNDERGROUND UTILITY REPR RSV	13,931.50	17,731	3,799.50	30,396	16,464.50
578.00	578	0.00	N19691	POLE LIGHT REPR RSV	3,179.00	4,046	867.00	6,936	3,757.00
2,945.00	2,945	0.00	N19717	CLBHOUSE REMODEL INTERIOR RENOVATI	16,197.50	20,615	4,417.50	35,340	19,142.50
204.00	204	0.00	N19830	MISCELLANEOUS RSV	1,122.00	1,428	306.00	2,448	1,326.00
1,339.00	1,339	0.00	N19974	COMMON TENNIS CRT RSV	7,364.50	9,373	2,008.50	16,068	8,703.50
15,614.00	15,614	0.00	N19975	GROUNDS RSV	85,877.00	109,298	23,421.00	187,368	101,491.00
15,614.00	15,614	0.00	N19982	TREE REM/ ANNL MAINT RSV	85,877.00	109,298	23,421.00	187,368	101,491.00
236,171.99	**197,564**	**(38,607.99)**		**TOTAL RESERVE CONTRIBUTION**	**1,361,846.66**	**1,382,948**	**21,101.34**	**2,370,768**	**1,008,921.34**
191,853.62	**172,185**	**19,668.62**		**AVAILABLE OPERATING REVENUE**	**1,589,806.93**	**1,205,295**	**384,511.93**	**2,066,220**	**476,413.07**
				OPERATING EXPENSES					
				UTILITIES					

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4,123.81	4,252	128.19	15101	ELECTRICITY	28,960.16	29,764	803.84	51,024	22,063.84
868.81	2,122	1,253.19	15102	GAS	12,072.79	14,854	2,781.21	25,464	13,391.21
611.66	510	(101.66)	15103	REFUSE COLLECTION	8,029.20	3,570	(4,459.20)	6,120	(1,909.20)
164.24	172	7.76	15105	TELEPHONE EXPENSE	1,149.68	1,204	54.32	2,064	914.32
5,089.49	5,865	775.51	15106	WATER	39,455.48	41,055	1,599.52	70,380	30,924.52
751.88	540	(211.88)	15155	INTERNET EXPENSE	4,592.61	3,780	(812.61)	6,480	1,887.39
11,609.89	**13,461**	**1,851.11**		**TOTAL UTILITIES**	**94,259.92**	**94,227**	**(32.92)**	**161,532**	**67,272.08**
				LAND MAINTENANCE					
48,880.00	48,880	0.00	15500	CONTRACT LANDSCAPE SERVICE	342,160.00	342,160	0.00	586,560	244,400.00
0.00	744	744.00	15511	BACKFLOW DEVICE TEST	3,000.00	5,208	2,208.00	8,928	5,928.00
48,880.00	**49,624**	**744.00**		**TOTAL LAND MAINTENANCE**	**345,160.00**	**347,368**	**2,208.00**	**595,488**	**250,328.00**
				COMMON AREA					
3,525.00	3,475	(50.00)	16020	CONTRACT POOL/SPA SERVICE	23,475.00	24,325	850.00	41,700	18,225.00
0.00	85	85.00	16022	POOL EQUIPMENT REPAIR	666.69	595	(71.69)	1,020	353.31
0.00	210	210.00	16027	POOL INSPECTION	3,866.85	1,470	(2,396.85)	2,520	(1,346.85)
0.00	210	210.00	18457	PLUMBING REPAIR	300.00	1,470	1,170.00	2,520	2,220.00
0.00	0	0.00	18501	EXPENSES TO BE REIMBURSED	(6,570.00)	0	6,570.00	0	6,570.00
408.37	1,300	891.63	18524	MATERIAL SUPPLIES	3,609.78	9,100	5,490.22	15,600	11,990.22
215.00	335	120.00	18526	PEST CONTROL	1,330.00	2,345	1,015.00	4,020	2,690.00
5,230.00	2,657	(2,573.00)	18531	JANITORIAL SERVICE	22,600.00	18,599	(4,001.00)	31,884	9,284.00
1,013.27	192	(821.27)	18532	JANITORIAL SUPPLIES	1,844.76	1,344	(500.76)	2,304	459.24
0.00	21	21.00	18534	FIRE EXTINGUISHER SERVICE	601.12	147	(454.12)	252	(349.12)
0.00	0	0.00	18544	LIGHT REPAIRS	355.00	0	(355.00)	0	(355.00)
696.00	739	43.00	18579	PATROL SERVICE	4,733.74	5,173	439.26	8,868	4,134.26
0.00	6,250	6,250.00	18736	GUTTER & DOWNSPOUT CLEANING	87,632.00	43,750	(43,882.00)	75,000	(12,632.00)
3,115.00	3,750	635.00	18767	REPAIR & MAINTENANCE	30,860.48	26,250	(4,610.48)	45,000	14,139.52
0.00	0	0.00	18771	BACKFLOW DEVICE TEST	192.00	0	(192.00)	0	(192.00)
63.42	140	76.58	18905	KITCHEN SUPPLIES	744.06	980	235.94	1,680	935.94
125.00	85	(40.00)	18986	FITNESS CONTRACT	886.07	595	(291.07)	1,020	133.93
14,391.06	**19,449**	**5,057.94**		**TOTAL COMMON AREA**	**177,127.55**	**136,143**	**(40,984.55)**	**233,388**	**56,260.45**
				MANAGEMENT/ON-SITE ADMIN EXP					
150.00	175	25.00	18001	COMMUNITY WEBSITE	4,353.88	1,225	(3,128.88)	2,100	(2,253.88)
0.00	100	100.00	18003	COMMUNITY EVENTS/PROGRAMS	(137.81)	700	837.81	1,200	1,337.81
7,800.00	8,190	390.00	19109	CONTRACT MANAGEMENT	54,600.00	57,330	2,730.00	98,280	43,680.00
0.00	210	210.00	19101	CPA SERVICES	2,105.00	1,470	(635.00)	2,520	415.00
0.00	0	0.00	19104	FEDERAL TAX EXPENSE	131,721.00	0	(131,721.00)	0	(131,721.00)
0.00	0	0.00	19105	FRANCHISE TAX BOARD	30,055.00	0	(30,055.00)	0	(30,055.00)
(362.00)	25	387.00	19106	TAXES & LICENSES	(362.00)	175	537.00	300	662.00

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3,642.00	1,167	(2,475.00)	19108	GENERAL COUNSEL SERVICE	35,072.40	8,169	(26,903.40)	14,004	(21,068.40)
3,644.50	3,334	(310.50)	19111	MANAGEMENT REIMBURSABLE	29,306.00	23,338	(5,968.00)	40,008	10,702.00
0.00	21	21.00	19112	POSTAGE, ON-SITE	274.05	147	(127.05)	252	(22.05)
0.00	100	100.00	19117	DUES & PUBLICATIONS	600.00	700	100.00	1,200	600.00
35.00	35	0.00	19119	BANK FEES	265.00	245	(20.00)	420	155.00
14,264.31	16,500	2,235.69	19124	ON-SITE STAFF	111,625.06	115,500	3,874.94	198,000	86,374.94
520.00	583	63.00	17209	PAYROLL PROCESSING FEES	3,120.00	4,081	961.00	6,996	3,876.00
(649.54)	0	649.54	19126	DELINQUENCY MONITORING	(7,468.92)	0	7,468.92	0	7,468.92
0.00	100	100.00	19132	OPERATING CONTINGENCY	2,847.00	700	(2,147.00)	1,200	(1,647.00)
326.20	317	(9.20)	19172	ACCOUNTING REIMBURSABLES	3,428.15	2,219	(1,209.15)	3,804	375.85
944.38	125	(819.38)	19174	AMS COLLECTION EXPENSE	2,215.00	875	(1,340.00)	1,500	(715.00)
494.84	85	(409.84)	19178	PROPERTY TAX	494.84	595	100.16	1,020	525.16
7,565.81	7,583	17.19	19247	PAYROLL TAXES & BENEFITS	56,429.27	53,081	(3,348.27)	90,996	34,566.73
91.73	125	33.27	19295	ON-SITE OFFICE SUPPLIES	1,736.29	875	(861.29)	1,500	(236.29)
521.47	450	(71.47)	19382	COPIER LEASE	3,438.10	3,150	(288.10)	5,400	1,961.90
38,988.70	**39,225**	**236.30**		**TOTAL MANAGEMENT/ON-SITE ADMIN E**	**465,717.31**	**274,575**	**(191,142.31)**	**470,700**	**4,982.69**
				INSURANCE					
16,221.33	16,851	629.67	19107	INSURANCE	138,549.31	117,957	(20,592.31)	202,212	63,662.69
29,105.00	33,575	4,470.00	DC19307	FLOOD INSURANCE	231,135.00	235,025	3,890.00	402,900	171,765.00
45,326.33	**50,426**	**5,099.67**		**TOTAL INSURANCE**	**369,684.31**	**352,982**	**(16,702.31)**	**605,112**	**235,427.69**
159,195.98	**172,185**	**12,989.02**		**TOTAL OPERATING EXPENSES**	**1,451,949.09**	**1,205,295**	**(246,654.09)**	**2,066,220**	**614,270.91**
33,882.64	*0*	*33,882.64*		*NET INCOME/(LOSS)*	*137,857.84*	*0*	*137,857.84*	*0*	*(137,857.84)*

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		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	TOTAL
	REVENUE													
14000	HOMEOWNER ASSESSMENT REVENUE	366647	312932	323292	332939	348217	366882	352421	366890	368124	370812	349054	378288	4236498
14087	EASEMENT AGREEMENT	7347	0	-1469	0	5874	0	7276	0	0	7816	0	0	26843
14101	INTEREST ON PAST DUE ASSESSMEN	804	18	277	70	1633	49	75	461	66	299	450	31	4232
14110	KEY REVENUE	125	10	60	95	50	90	75	75	50	60	145	85	920
14113	CLUBHOUSE RENTAL	660	0	0	890	865	1440	355	645	0	725	1835	-625	6790
14116	CC&R VIOLATIONS/FINES	0	0	0	0	1744	0	620	0	620	620	0	596	4200
14122	INSURANCE REIMBURSEMENT	450	225	450	0	225	0	71172	-40	4993	225	0	10800	88499
14132	MISCELLANEOUS REVENUE	-455	1162	-572	0	626	0	11062	0	0	0	0	0	11823
14162	OPERATING INTEREST REVENUE	261	245	271	256	248	283	259	247	272	255	235	243	3075
14163	RESERVE INTEREST REVENUE	25685	18485	13701	72731	43605	41299	28496	31274	28263	70026	37279	38608	449452
14234	LEGAL REIMBURSEMENTS	0	0	0	0	2523	0	0	0	0	0	0	0	2523
	TOTAL REVENUE	**401524**	**333077**	**336010**	**406980**	**405610**	**410043**	**471810**	**399552**	**402387**	**450838**	**388998**	**428026**	4834855
	RESERVE CONTRIBUTION													
19572	GYM/WORKOUT FACILITIES RESERVE	0	550	413	413	275	0	272	272	272	272	136	272	3146
19660	PAINTING-INTERIOR RES	0	368	276	276	184	0	202	202	202	202	101	202	2215
19714	CONCRETE REPAIR RESERVE	0	8194	6146	6146	4097	0	2100	2100	2100	2100	1050	2100	36132
19803	GENERAL RESERVE INTEREST	25685	18485	13701	72731	43605	41299	28496	31274	28263	70026	37279	38608	449452
19820	ROOF RESERVE	0	141042	105782	105782	70521	0	70032	70032	70032	70032	35016	70032	808302
19822	POOL/SPA RESERVE	0	5502	4127	4127	2751	0	2700	2700	2700	2700	1350	2700	31356
19827	FENCING RESERVE	0	9870	7403	7403	4935	0	6585	6585	6585	6585	3293	6585	65828
19833	IRRIGATION RESERVE	0	20954	15716	15716	10477	0	15614	15614	15614	15614	7807	15614	148739
19846	SIGN RESERVE	0	740	555	555	370	0	581	581	581	581	291	581	5416
19878	PAVING RESERVE	0	23256	17442	17442	11628	0	10820	10820	10820	10820	5410	10820	129278
19899	RESERVE STUDY	0	332	249	249	166	0	152	152	152	152	76	152	1832
L19833	OUTDOOR EQUIPMENT RSRV	0	10	8	8	5	0	4	4	4	4	2	4	52
L19835	PAINTING EXTERIOR RESERVE	0	26992	20244	20244	13496	0	12308	12308	12308	12308	6154	12308	148670
L19836	STRUCTURAL REPAIRS RSRV	0	82004	61503	61503	41002	0	37367	37367	37367	37367	18684	37367	451531
N19611	UNDERGROUND UTILITY REPR RSV	0	2790	2093	2093	1395	0	2533	2533	2533	2533	1267	2533	22302
N19691	POLE LIGHT REPR RSV	0	1236	927	927	618	0	578	578	578	578	289	578	6887
N19717	CLBHOUSE REMODEL INTERIOR RENO	0	6002	4502	4502	3001	0	2945	2945	2945	2945	1473	2945	34204
N19830	MISCELLANEOUS RSV	0	868	651	651	434	0	204	204	204	204	102	204	3726
N19974	COMMON TENNIS CRT RSV	0	2624	1968	1968	1312	0	1339	1339	1339	1339	670	1339	15237
N19975	GROUNDS RSV	0	20954	15716	15716	10477	0	15614	15614	15614	15614	7807	15614	148739
N19982	TREE REM/ ANNL MAINT RSV	0	20954	15716	15716	10477	0	15614	15614	15614	15614	7807	15614	148739
	TOTAL RESERVE CONTRIBUTION	**25685**	**393727**	**295133**	**354162**	**231226**	**41299**	**226060**	**228838**	**225827**	**267590**	**136061**	**236172**	2661780
	AVAILABLE OPERATING REVENUE	**375840**	**-60650**	**40878**	**52818**	**174384**	**368744**	**245750**	**170714**	**176560**	**183248**	**252938**	**191854**	2173076
	OPERATING EXPENSES													

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		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	TOTAL
	UTILITIES													
15101	ELECTRICITY	3790	6309	1289	4034	3422	3589	3891	7284	0	6387	3685	4124	47805
15102	GAS	335	509	1679	2941	2697	2569	2521	1928	1372	740	2074	869	20233
15103	REFUSE COLLECTION	64	85	90	95	486	776	1110	690	1007	118	3715	612	8849
15105	TELEPHONE EXPENSE	164	164	164	164	164	164	164	164	164	164	164	164	1971
15106	WATER	5382	965	8038	5424	4875	6088	7125	5055	6012	5085	5001	5089	64140
15155	INTERNET EXPENSE	627	599	627	627	627	627	637	637	637	652	652	752	7698
	TOTAL UTILITIES	**10361**	**8632**	**11886**	**13286**	**12270**	**13814**	**15448**	**15758**	**9192**	**13146**	**15292**	**11610**	150696
	LAND MAINTENANCE													
15500	CONTRACT LANDSCAPE SERVICE	45100	45100	45100	45100	45100	0	97760	48880	48880	48880	48880	48880	567660
15511	BACKFLOW DEVICE TEST	0	0	7524	0	0	0	3000	0	0	0	0	0	10524
	TOTAL LAND MAINTENANCE	**45100**	**45100**	**52624**	**45100**	**45100**	**0**	**100760**	**48880**	**48880**	**48880**	**48880**	**48880**	578184
	COMMON AREA													
16020	CONTRACT POOL/SPA SERVICE	3525	3675	3675	3525	3375	3675	3375	3075	3225	3075	3525	3525	41250
16022	POOL EQUIPMENT REPAIR	0	0	0	0	0	0	0	0	0	550	117	0	667
16027	POOL INSPECTION	0	0	0	0	0	0	0	659	1919	0	1289	0	3867
18457	PLUMBING REPAIR	0	0	0	625	0	0	0	0	300	0	0	0	925
18501	EXPENSES TO BE REIMBURSED	0	0	0	0	0	-360	0	-1350	0	0	-4860	0	-6570
18524	MATERIAL SUPPLIES	677	1263	0	2231	347	636	576	751	1146	-431	524	408	8127
18526	PEST CONTROL	350	0	1507	150	0	365	0	355	65	65	265	215	3337
18531	JANITORIAL SERVICE	3290	0	2959	6041	0	4980	3470	3940	2490	0	2490	5230	34890
18532	JANITORIAL SUPPLIES	0	0	0	0	0	1013	0	12	166	-360	0	1013	1845
18534	FIRE EXTINGUISHER SERVICE	179	0	0	0	0	0	225	193	182	0	0	0	780
18544	LIGHT REPAIRS	0	0	0	0	0	0	0	0	355	0	0	0	355
18579	PATROL SERVICE	0	623	545	467	1144	634	1304	0	696	672	732	696	7513
18736	GUTTER & DOWNSPOUT CLEANING	0	0	32456	0	0	32456	27588	0	27588	0	0	0	120088
18767	REPAIR & MAINTENANCE	325	1791	4397	6436	5337	2502	5979	4768	5170	4287	5039	3115	49146
18771	BACKFLOW DEVICE TEST	0	0	0	0	0	0	0	96	0	96	0	0	192
18905	KITCHEN SUPPLIES	0	169	0	0	0	219	88	0	0	0	374	63	913
18986	FITNESS CONTRACT	0	289	0	0	0	256	0	228	0	161	115	125	1175
	TOTAL COMMON AREA	**8346**	**7810**	**45539**	**19475**	**10202**	**46377**	**42604**	**12728**	**43303**	**8116**	**9609**	**14391**	268499
	MANAGEMENT/ON-SITE ADMIN EXP													
18001	COMMUNITY WEBSITE	150	150	150	150	150	150	1230	249	150	2275	150	150	5104
18003	COMMUNITY EVENTS/PROGRAMS	72	0	91	0	897	470	97	45	105	0	-855	0	922
19109	CONTRACT MANAGEMENT	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	93600
19010	PENDING P-CARD EXPENSE	0	0	426	-426	0	0	0	0	0	0	0	0	0
19101	CPA SERVICES	0	0	0	0	0	0	0	2105	0	0	0	0	2105
19104	FEDERAL TAX EXPENSE	0	0	0	0	0	0	0	0	89961	0	41760	0	131721

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15241 Laguna Canyon Rd
Irvine CA 92618

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		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	TOTAL
19105	FRANCHISE TAX BOARD	0	0	0	0	0	0	0	0	19205	0	10850	0	30055
19106	TAXES & LICENSES	0	0	0	1260	0	0	0	0	0	0	0	-362	898
19108	GENERAL COUNSEL SERVICE	14796	1665	495	2981	3264	11181	0	11217	4500	2646	1886	3642	58273
19111	MANAGEMENT REIMBURSABLE	3610	925	3610	6294	925	3620	7604	3610	3610	3610	3610	3645	44669
19112	POSTAGE, ON-SITE	0	86	0	40	0	0	79	0	57	138	0	0	399
19117	DUES & PUBLICATIONS	0	0	0	0	0	0	0	600	0	0	0	0	600
19119	BANK FEES	35	35	35	35	35	55	35	35	35	35	35	35	440
19124	ON-SITE STAFF	26663	26017	7269	21827	14038	0	23825	29769	7057	22193	14516	14264	207439
17209	PAYROLL PROCESSING FEES	520	520	1040	520	1040	0	520	520	520	520	520	520	6760
19126	DELINQUENCY MONITORING	-1651	-346	-1041	-974	-2564	-440	-671	-2633	-750	-1389	-935	-650	-14045
19132	OPERATING CONTINGENCY	0	0	0	0	491	0	0	0	0	2847	0	0	3338
19143	LEGAL-COLLECTIONS	197	4142	0	-512	739	0	0	0	0	0	0	0	4566
19172	ACCOUNTING REIMBURSABLES	326	0	340	671	0	389	1141	467	374	364	368	326	4765
19174	AMS COLLECTION EXPENSE	-923	0	-423	493	-908	781	737	-1260	880	180	-48	944	455
19178	PROPERTY TAX	114	0	0	785	0	0	0	0	0	0	0	495	1394
19247	PAYROLL TAXES & BENEFITS	13508	11684	3859	10361	6883	0	11997	13851	3783	11586	7647	7566	102725
19295	ON-SITE OFFICE SUPPLIES	26	262	127	605	231	482	480	222	157	114	191	92	2988
19382	COPIER LEASE	482	1064	0	2511	482	447	0	654	718	1008	89	521	7977
	TOTAL MANAGEMENT/ON-SITE ADM	**65725**	**54004**	**23777**	**54420**	**33504**	**24934**	**54873**	**67250**	**138160**	**53928**	**87584**	**38989**	697147
	INSURANCE													
19107	INSURANCE	11370	0	32443	7559	16221	16221	16221	16221	16221	41221	16221	16221	206143
DC1930	FLOOD INSURANCE	31467	31467	31467	31467	-22167	56505	29105	29105	29105	29105	29105	29105	334836
	TOTAL INSURANCE	**42837**	**31467**	**63910**	**39026**	**-5946**	**72726**	**45326**	**45326**	**45326**	**70326**	**45326**	**45326**	540979
	TOTAL OPERATING EXPENSES	**172369**	**147013**	**197735**	**171306**	**95131**	**157851**	**259012**	**189942**	**284861**	**194397**	**206691**	**159196**	2235504
	NET INCOME/(LOSS)	*203470*	*-207663*	*-156858*	*-118489*	*79212*	*210893*	*-13261*	*-19228*	*-108301*	*-11149*	*45022*	*33883*	-62470