

NEPENTHE ASSOCIATION

Open Session

Nepenthe Clubhouse
June 5 2024 – 6:00 PM



FirstService
RESIDENTIAL

NEPENTHE ASSOCIATION

Open Session

June 5, 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=aW5pSXZtZXZnNW1INIBVbE9Qd2plZz09>

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.

II. EXECUTIVE SESSION ACKNOWLEDGEMENT/ANNOUNCEMENT

Background

In accordance with Civil Code Section 4935(a) the Board met in Executive Session on May 29, 2024, June 3, 2024 and June 5, 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 May 29th, June 3rd and June 5th. The Board took the following actions:

III. ELECTION UPDATES

This agenda item is for board liaison appointment announcement, officer appointment announcement, committee appointment announcement and appointment of 5th board member.

Committee Applications Received:

<p>Architectural Review Committee - Allen Davenport Paul Serafimidis Patricia Singer Alan Watters</p>	<p>Election Committee - Joleen Hecht Yvonne Del Biaggio</p>
<p>Finance Committee - John Apostolo Carol Duke Tara Foust Susan Timmer Nina White</p>	<p>Grounds Committee - Paula Connors Jean Dascher Diane Durawa Don Ellwanger Mary Gray Joleen Hecht Theresa McCrackin Cheryl Nelson Jim Shaw Kathy Waugh</p>
<p>ILS Committee - Alexander Hastings</p>	<p>Outreach Committee - Jan Beale Ann Bennett Marcy Best Yvonne Del Biaggio Carol Duke Patricia Furukawa Geraldine Gelfand Bonnie Jacobson Theresa McCrackin Lora Slevin</p>

IV. REPORTS

A. CONSTRUCTION MANAGER'S REPORT

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

Supporting Documents

[!\[\]\(6f06d04855ffda1256fa40699cc6c432_img.jpg\) *Nepenthe Monthly Report May 2024 updated..pdf* 7](#)

B. GENERAL MANAGER'S REPORT

Nicole Marks, General Manager, has submitted the enclosed work order report for May 2024 (Open Work Orders as of May 31st) and Management Report for review.

Supporting Documents

[!\[\]\(734dc98513e61240cf45564a073d19b3_img.jpg\) *Open Work Orders as of 05.31.24.pdf* 26](#)
[!\[\]\(cf61d667a5a91c8a7c2f972e53fcee84_img.jpg\) *Management Report - 06.05.24.docx* 44](#)

V. 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 approves the applications below as Architecture Committee recommends:

Address	Modification	Recommendation
710 Dunbarton	Awning	Approved with Conditions: Any damage to the siding or structure resulting from installation or operation of this awning will be the responsibility of the homeowner to pay for during the life of this awning product.
1455 University	HVAC Replacement	Approved with Conditions: A) the Grounds Committee or its representatives approve the plans, and B) the homeowner will submit proof of the “finalized” permit status to the Nepenthe office.
1191 Vanderbilt	Emergency HVAC	Approved

Supporting Documents

[2024-05-09 ARC Minutes_final_Ver_2.docx](#) 46

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

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.

Supporting Documents

[Outreach Meeting Minutes 060824.pdf](#) 52

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.

Supporting Documents

[ILS Committee Minutes - April 2024.pdf](#) 55

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

[04-29-24 Minutes Grounds Committee \(pdf\).pdf](#) 57

[05-16-24 Minutes Grounds Committee \(pdf\).pdf](#) 60

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

[Minutes FC 4.29.24.docx](#) 63

F. ELECTION/NOMINATING COMMITTEE

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

VI. HOMEOWNER CORRESPONDENCE

A. HOMEOWNER CORRESPONDENCE - 06.05.24

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

Supporting Documents

[1. LeBlanc.pdf](#) 66

B. HOMEOWNER COMMENT/CORRESPONDENCE FOLLOW UP - 05.01.24

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

[MAY 2024 HO RESPONSES - FINAL.pdf](#) 71

VII. NEW BUSINESS

A. OPEN SESSION MINUTES - MAY 1, 2024

Proposed Resolution

The Board approves the Open Session Minutes dated May 1, 2024 as presented.

Supporting Documents

[OpenSession_05012024_Minutes.pdf](#) 93

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

B. FINANCIAL STATEMENT - APRIL 2024

Proposed Resolution

The Board accepts the Association’s income statement for April 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 \$70,102.40 and year-to-date reserve funding of \$722,023.53 compared to the year-to-date reserve funding budget of \$790,256. The actual year-to-date operating expenses were \$891,665.22. The budgeted year-to-date operating expenses were \$688,740. The association has \$73,768.49 in operating funds, which represents 0.19 months of budgeted expenses and reserve contributions. The association has \$10,519,904.63 in reserve funds.

Supporting Documents

[April 2024 Financials for Membership.pdf](#) 98

C. RESOLUTION TO RECORD LIEN

Background

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

WHEREAS, Section 5660 of the California Civil Code requires that a warning letter be sent by certified mail to the owner of record at least 30 days prior to recording a lien; and

WHEREAS, the Association has sent this letter and the 30 days has or will soon expire; and **WHEREAS**, as of the date of this report payment has not been received to pay the delinquent assessment amount on

the properties listed below

Proposed Resolution

NOW THEREFORE BE IT RESOLVED that the Board of Directors approves by a majority vote of the board members present at a duly called open meeting for FirstService Residential to record a lien on the separate interests/accounts listed below on behalf of the association and to mail a copy of the recorded lien to all known owners and addresses once the 30 days has elapsed from the mailing of the warning letter and no payment has been received.

Date	Account No.	Total Amount Due	Approved	Denied
5/15/24	2115-01	\$2,892.06		

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

VIII. 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.

IX. NEXT BOARD MEETING

The Association's next open Board meeting will be held July 3, 2024, at 6:00 pm.

X. ADJOURN

Nepenthe Monthly Report May 2024 updated..pdf



Dry Rot and Painting Project
Phase One 2022-2023-2024
Phase Two 2024-2025
Phase Three 2025- 2027
Monthly Project Report For May 2024

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



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	6-14

Scope Management (Change order log) was moved to a separate attachment.

1. Project Overview- May 2024:

Phase #1.

With Mike's passing, not only was everyone in shock, but it also took time to get the work crew back to full speed. I received a schedule from CPR to finish phase #1 in the first week of May. That will now need to be updated. I will expect an updated schedule in the first week of June.

We completed our pre-inspection of the patio landscaping at 200 to 216 Dunbarton. Our next patio inspection of 100 to 118 DB will be in the third week of June.

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

1. Dry rot repairs and painting are completed at building unit addresses up to 700 Dunbarton Cir.
2. Dry rot repairs have been completed up to 506 Dunbarton Cir. They are ready to paint, and they will be completed in June.
3. Dry rot repairs have started at 300 to 308 Dunbarton. These will take the month of June to complete.

As of 5/30, 143 units of the 172 are completed in phase #1. With 29 units left.

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



6. **Change order log-** Due to its size, it has been moved to its own attachment dated 5/28/24.

The total adjusted contract amount for siding and fence repairs is at the bottom of the C/O. Log, pending, and approved change orders are \$2,184,968.63 The log includes the 143 units completed and the next eight units to be done, representing 151.

The cost per unit of siding and fences was \$14,469.99 each, down \$410.99 each from last month. Expect this change to be up/down per month.

Budgeting-

We have 29 homes and one pool house left in phase one. Dry rot and fence 29 x \$14,469.99 = \$419,629.71.

The painter has \$73,750.00 left to invoice; they have No change orders.

The total for the remaining 29 homes and pool house is \$493,129.71. This number will change as we finish these last homes.

That would make our total for phase #1 Dry rot siding and fence repairs \$2,604,598.34.

Total phase #1 siding, fencing repairs, and paint \$2,910,848.34.

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

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



2. Phase #2.

We expect to start phase #2 as soon as phase #1 is complete, in August 2024.

We have been getting requests from homeowners concerned about the dry rot damage they see. I have been inspecting them to see if there is a high likelihood of water getting in this year. If there is, we will get repair estimates and request approval. If they can wait until their repairs are scheduled in phase #2, I will put them on a watch list and look at them in the spring of 2025 if we have not completed that part of phase #2.

3. Phase #3. There has been no change from April.

We have been getting requests from homeowners concerned about the dry rot damage they see. If 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, the same as phase #2.

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



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			\$2,072,809.00 Includes Change Orders Invoiced	\$2,018,629.37
CPR Construction	Change Orders Siding & Trim		\$958,592.75			
CPR Construction	Original Contract Fencing	\$153,218.39				
CPR Construction	Change Orders Fencing		\$408,525.15			
CPR Construction	Total Retention to date	\$189,269.94				
CPR Construction	Total Retention Invoiced	\$186,240.82			Included Above	Included Above
CPR Construction	Permits			\$16,403.44	Included Above	Included Above
Progressive Painting	Painting Original Contract	\$306,250.00			\$232,750.00	\$227,500.00
	TOTAL PAID TO ALL ABOVE				Invoiced Value \$2,305,559.00	Value Paid \$2,246,129.37

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



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

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



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

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



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

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



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
CPR Construction	Siding Repair	1298	See Detail on invoice.	Total Due Includes Retention Invoiced \$104,600.15	COMPLETE	APPROVED	PAID

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



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
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

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



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
CPR Construction	Siding Repair	1360	See Details on the invoice	\$98,651.78	COMPLETE	APPROVED	PAID
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

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
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	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
Progressive Painting	Paint	17326	Painting	\$10,500.00	COMPLETE	APPROVED	PAID

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
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

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-2024

Location: Sacramento, CA



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	PENDING
			TOTAL APPROVED	Invoiced Value \$2,305,559.00			
			TOTAL APPROVED, NOT PAID	\$59,429.63			
			TOTAL PENDING APPROVAL	0			
			TOTAL PAID	\$2,246,129.37			

End Report.

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
Phase One 2022-2023-2024
Location: Sacramento, CA



Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
Phase One 2022-2023-2024
Location: Sacramento, CA



Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
Phase One 2022-2023-2024
Location: Sacramento, CA



Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
Phase One 2022-2023-2024
Location: Sacramento, CA



Open Work Orders as of 05.31.24.pdf



Work Orders Nepenthe Association

WO#: 1214111	Status: Open	Progress Code: Pending Proposal
Unit/Common Area: 1581 University Ave		Category: Fences
Date Created: 05/31/2024	Date Completed:	Vendor: Critical Path Reconstruction Inc
Schedule Completion Date:		
Description: CPR "The fence to this unit's courtyard is falling down and needs to be replaced or reinforced. " - HO We had our handyman go inspect first as it is in phase 3 and he took a video of it completely wobbling and weakly attached to the siding. Please create a proposal for the work needed to secure the fence. Thank you,		
History Items:	Date: 05/29/2024	Type: Work Order Update
		Description: 05.29.24 We had our handyman go inspect first as it is in phase 3 and he took a video of it completely wobbling and weakly attached to the siding. Sent to CPR to create a proposal
WO#: 1213860	Status: Open	Progress Code: Request Sent
Unit/Common Area: 411 Dunbarton Cir		Category: Handyman
Date Created: 05/30/2024	Date Completed:	Vendor: ELITE Service Experts
Schedule Completion Date:		
Description: Mike please install the lock on his gate. Gate will be unlocked , lock will be dropped off at the office. He is a new homeowner thanks		
History Items:	Date:	Type: Description:
WO#: 1213830	Status: Open	Progress Code: Request Sent
Unit/Common Area: Clubhouse		Category: Handyman
Date Created: 05/30/2024	Date Completed:	Vendor: ELITE Service Experts
Schedule Completion Date:		
Description: Mike The lock to the staff cabinet in the kitchen (to the right of main fridge) is broken on one side. Can we please get a different lock for both top cabinet doors with copies of the keys: 5 total. Please install the locks. Thanks		
History Items:	Date: 05/30/2024	Type: Other Call
		Description: 05.30.24 Office request
WO#: 1212532	Status: Open	Progress Code: Request Sent
Unit/Common Area: Clubhouse		Category: Handyman
Date Created: 05/23/2024	Date Completed:	Vendor: ELITE Service Experts
Schedule Completion Date:		
Description: Mike In the library, by the thermostat, there are four holes in the wall from the old plastic box. Please fill them in and see if we have touch up paint in the storage, here or Elmhurst. If we do not have paint please get a small touch up can. Thanks		



Work Orders
Nepenthe Association



Work Orders Nepenthe Association

History Items:	Date:	Type:	Description:
	05/23/2024	Other Call	Office request.
WO#: 1209969	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1182 Vanderbilt Way		Category:	Landscape
Date Created: 05/13/2024	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds "Between 1176 and 1182 Vanderbilt, no grass at all. Front of 1182 needs clean up and grass. Poor area." Thank you,		
History Items:	Date:	Type:	Description:
	05/13/2024	Other Call	HO submitted service request
WO#: 1209945	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1268 Vanderbilt Way		Category:	Irrigation
Date Created: 05/13/2024	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson Please do the irrigation repairs for some areas at nepenthe where they are some removals of the side walks . thanks		
History Items:	Date:	Type:	Description:
WO#: 1209455	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Clubhouse		Category:	Handyman
Date Created: 05/09/2024	Date Completed:	Vendor:	ELITE Service Experts
Schedule Completion Date:			
Description:	Mike Please power wash the rugs in the bathrooms. Thank you		
History Items:	Date:	Type:	Description:
	05/09/2024	Owner E-mail	Office Request
WO#: 1209442	Status: Open	Progress Code:	Pending Board Decision
Unit/Common Area: 2318 American River Dr		Category:	Dry Rot
Date Created: 05/09/2024	Date Completed:	Vendor:	Critical Path Reconstruction Inc
Schedule Completion Date:			
Description:	CPR the siding around the kitchen window has water damage and is dry rotting. Please provide the proposal. Please call the homeowner 916-600-8005		
History Items:	Date:	Type:	Description:
	05/09/2024	Owner E-mail	HO emailed



Work Orders Nepenthe Association

05/15/2024	Work Order Update	05.15.24 - Mike from Elite evaluated siding, it is heavily dry-rotted. Management to reach out to CPR to provide proposals for repairs.
05/24/2024	Work Order Update	05.24.24 - Proposal to be reviewed during June Board meeting
05/24/2024	Work Order Update	05.24.24 - Proposal is on the June Board meeting agenda for review
WO#: 1209141	Status: Open	Progress Code: In-Progress
Unit/Common Area: 817 Dunbarton Cir		Category: Landscape
Date Created: 05/08/2024	Date Completed:	Vendor: Nepenthe Grounds Committee
Schedule Completion Date:		
Description:	Grounds Committee "Our irrigation is not working efficiently in front lawn. Sprinklers are broken and dirt spaces in lawn with no water. Need bark in front. Please take a look." Thank you,	
History Items:	Date:	Type: Description:
	05/08/2024	Owner Call HO came in and filled out service request.
WO#: 1209043	Status: Open	Progress Code: On hold for further verification
Unit/Common Area: 1425 Commons Dr		Category: Landscape Replacement
Date Created: 05/08/2024	Date Completed:	Vendor: Nepenthe Grounds Committee
Schedule Completion Date:		
Description:	We would like to replace the plants in the vicinity of our front door with consultation from the grounds committee and Carson, see attached pictures. We would gladly pay for and even install the new plants.	
History Items:	Date:	Type: Description:
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:		
Description:	The Board approves the Zone 1 Tree Proposal in the amount not to exceed \$27,465. Thank you!	
History Items:	Date:	Type: Description:
WO#: 1208098	Status: Open	Progress Code: In-Progress
Unit/Common Area: 116 Dunbarton Cir		Category: Drainage
Date Created: 05/03/2024	Date Completed:	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.



Work Orders Nepenthe Association

Schedule Completion Date:			
Description:	Service Requested Submitted: "Please design and install the promised drainage system in front of my house. Please consult with me first if existing plants need to be removed - some of them belong to me and the subject of a promise to be left in place. Thanks much!"		
History Items:	Date:	Type:	Description:
	05/03/2024	Work Order Update	05.03.24 - Carson is currently in the process of modifying the drainage at the downspout to assist with drainage. Nicole followed up with Don asking to let her know if the drainage problem is solved once Carson completes their work.
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:			
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.
WO#: 1207685	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Clubhouse		Category:	Lighting
Date Created: 05/01/2024	Date Completed:	Vendor:	RIVER CITY ELECTRIC
Schedule Completion Date:			
Description:	RCE The lights hanging over the door that goes from the office out to the pool deck are out. Our handyman replaced the light bulbs, but they still will not turn on. Please fix. Thank you.		
History Items:	Date:	Type:	Description:
	05/01/2024	Vendor Call	Mike- elite took a look at it and changed the bulbs but there is something wrong with the electrical wiring. Sent to RCE
WO#: 1206889	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 207 Elmhurst Cir		Category:	Gutter
Date Created: 04/29/2024	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description:	ARD gutter was damaged and falling off. need a new gutter on the top front of the garage.		
History Items:	Date:	Type:	Description:
	05/08/2024	Vendor Call	Mike- Elite went to look at it and it is falling off- he cannot repair it. Has to be a new gutter.



Work Orders Nepenthe Association

05/23/2024	Other Call	In order to expedite the process, we're having our gutter sub go out to make sure it gets completed this upcoming week on Tuesday, after the Memorial Day holiday. advance roof	
WO#: 1206105	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 9 Adelphi Ct		Category:	Gate - Pedestrian
Date Created: 04/24/2024	Date Completed:	Vendor:	Critical Path Reconstruction Inc
Schedule Completion Date:			
Description:	CPR Please inspect the fence and the gate and provide the proposal repair. Thanks please call 916-605-9466		
History Items:	Date:	Type:	Description:
	05/15/2024	Work Order Update	05.15.24 - Mike from Elite evaluated fence, it cannot open and close and needs to be repaired now. Management to reach out to CPR to provide proposals for replacement.
05/29/2024	Other Call	CPR is in process of giving us the proposal	
WO#: 1205461	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Clubhouse		Category:	Gate - Pedestrian
Date Created: 04/22/2024	Date Completed:	Vendor:	Critical Path Reconstruction Inc
Schedule Completion Date:			
Description:	CPR Please install the springs on all of the wrought iron gates 3 at the clubhouse 2 at Dunbarton 2 at Elmhurst Thanks		
History Items:	Date:	Type:	Description:
WO#: 1205434	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1104 Dunbarton Cir		Category:	Landscape Request
Date Created: 04/22/2024	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
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
WO#: 1204288	Status: Open	Progress Code:	Request Sent



Work Orders Nepenthe Association

Unit/Common Area: 700 Elmhurst Cir		Category:	Landscape
Date Created: 04/15/2024	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	<p>Grounds I have requested this in the past but was turned down. I was told I don't have a drainage problem by a previous landscape company we used. However, with all this talk about our siding and fencing repair/replacement expenditures, I thought I would ask again. Whenever it rains, water pools by my gate and doesn't drain away but rather soaks into the soil. I lost a tree in the common area in front of my home a couple of years ago and the decomposing roots are changing the slope of my patio. I have personally added some pea gravel and tried to make a little trench to encourage drainage toward the street, but the slope is not enough to get the water to flow away from my fence. This was from the little bit of rain we got over the weekend. I am requesting a French drain be installed to keep the water away from my fence. P.S. I tried to do this on-line through: nepenthehomeowner.connectresident.com and received an error message??</p>		
History Items:	Date:	Type:	Description:
<hr/>			
WO#: 1203910	Status: Open	Progress Code:	Pending Board Decision
Unit/Common Area: 24 ADELPHI Ct		Category:	Fences
Date Created: 04/12/2024	Date Completed:	Vendor:	Critical Path Reconstruction Inc
Schedule Completion Date:			
Description:	Hello, The homeowner at 24 Adelphi sent pictures of her gate falling apart. She is not until phase 3, can you go inspect? She has commented on it several times saying it is just getting worse.		
History Items:	Date:	Type:	Description:
	04/24/2024	Work Order Update	04.24.24 - Proposal has been received by CPR for the repairs. Proposal to be reviewed by the Board.
	05/15/2024	Work Order Update	05.15.24 - Mike from Elite went to evaluate the fencing, homeowner did not answer. Will coordinate for evaluation next Wednesday
	05/24/2024	Work Order Update	05.24.24 - The proposal for repairs will be included in the next board meeting
<hr/>			
WO#: 1203522	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 516 Dunbarton Cir		Category:	Drain
Date Created: 04/10/2024	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee The drain out by the front door near the alleyway sign is completely full and has been for a while.		
History Items:	Date:	Type:	Description:
	04/10/2024	Owner Call	Ho submitted service request
<hr/>			
WO#: 1203520	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 516 Dunbarton Cir		Category:	Landscape



Work Orders Nepenthe Association

Date Created: 04/10/2024	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee The homeowner submitted the request saying there is an Azaleia bush dying and a dogwood tree where the top of it is dying.		
History Items:	Date:	Type:	Description:
	04/10/2024	Owner Call	Homeowner submitted request
	04/11/2024	Other Call	Hi Jay, 1. Carson will try and unblock the drain using a vacuum. If this doesn't work, the City might have to come out and unblock the drain using a more powerful vacuum. 2. The azalea will be removed. Carson to determine why the plant died and possible remediation. 3. The dogwood has fire blight. Carson will remove the dead branches and twigs and will treat the tree. Christina
WO#: 1202638	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 108 Elmhurst Cir		Category:	Landscape
Date Created: 04/05/2024	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	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.
WO#: 1202392	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 6 Landscape		Category:	Irrigation
Date Created: 04/04/2024	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Per Carson: 108 Elmhurst Cir. - Clean up boxes and put gravel 306 Elmhurst Cir. - Clean up boxes and put gravel 312 Elmhurst Cir. - Clean up boxes and put gravel 318 Elmhurst Cir. - Clean up boxes and put gravel 400 Elmhurst Cir. - Clean up boxes and put gravel 406 Elmhurst Cir. - Clean up boxes, put gravel and put berry creek around boxes 412 Elmhurst Cir. - Clean up boxes and put gravel 600 Elmhurst Cir. - Put berry creek around the boxes 606 Elmhurst Cir.- Put berry creek around the boxes 702 Elmhurst Cir. - Clean up boxes, put gravel and put berry creek around boxes 708 Elmhurst Cir. - Clean up boxes and put gravel 814 Elmhurst Cir. - Put berry creek around the boxes		



Work Orders Nepenthe Association

History Items:	Date:	Type:	Description:
WO#: 1201926			
Status: Open		Progress Code: Pending Board Decision	
Unit/Common Area: 2319 Swarthmore Dr		Category: General Maintenance	
Date Created: 04/02/2024		Date Completed:	
		Vendor: Critical Path Reconstruction Inc	
Schedule Completion Date:			
Description: Mike Can you please call the homeowner (916)765-0228 and meet with her to get access to the yard. Please look at the downspout to the back left of the building. The HO says there is a hole in it where the fence and 90 degree angle of the downspout meets and the water coming out drips down the siding. Please seal/plug the whole, check the fence and siding and see if it has water damage. Thanks,			
History Items:			
	04/24/2024	Work Order Update	04.24.24 - Proposal has been received by CPR for the repairs. Proposal to be reviewed by the Board.
	04/24/2024	Vendor Call	Waiting for proposal
	05/24/2024	Work Order Update	05.24.24 - Proposal to to be reviewed in the June Board meeting
WO#: 1201213			
Status: Open		Progress Code: Pending Proposal	
Unit/Common Area: 212 Dunbarton Cir		Category: Landscape Request	
Date Created: 03/29/2024		Date Completed:	
		Vendor: Nepenthe Grounds Committee	
Schedule Completion Date:			
Description: Nepenthe Grounds Committee Repair to bare ground area along walkway and just above the driveway. The bare area- about 1 foot wide and 5 ft. wide Rain and irrigation water washes the dirt onto the driveway and walk area. Request - Minimal remediation to stop erosion, and mud/dirt in drive/ walkway. Location - Directly in front of 212 Dunbarton, between 302 + 304 Dunbarton.			
History Items:			
	03/29/2024	Owner Call	Service Request from HO.
	04/01/2024	Work Order Update	04.01.24 - Service request has been forwarded to the grounds committee for zone steward review
	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.
WO#: 1200869			
Status: Open		Progress Code: In-Progress	
Unit/Common Area: 705 Elmhurst Cir		Category: Siding	
Date Created: 03/27/2024		Date Completed:	
		Vendor: Critical Path Reconstruction Inc	
Schedule Completion Date:			



Work Orders Nepenthe Association

Description:	CPR please check the siding, water is dripping from the corner of the roof to the window seal Please let me know if this can hold till siding repair		
History Items:	Date:	Type:	Description:
	05/29/2024	Other Call	per CPR this siding can not wait thill phase 2 repair. Proposal will be provided.
WO#: 1199256	Status: Open	Progress Code:	In-Progress
Unit/Common Area: 1217 Vanderbilt Way		Category:	Landscape
Date Created: 03/19/2024	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	From Resident: "Dear friends, Attached is a picture from our living room out our south-facing window. Please note that the shrubs block about two-thirds of the window. We are requesting that you arrange to have these shrubs trimmed, not only in front of the window but also about 3 feet to the right of the window. Please request that they be trimmed down to the top of the lower section of the window. Thank you. Jo Weber"		
History Items:	Date:	Type:	Description:
	03/19/2024	Work Order Update	03.19.24 - Nicole will review with Oscar during Wednesday meeting
WO#: 1199255	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 1461 University Ave		Category:	Landscape
Date Created: 03/19/2024	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	From Resident: "Lawn in my front yard is on a slope and will not grow grass. Please try to put grass in the dirt area."		
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
	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.
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:			



Work Orders Nepenthe Association

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
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:			
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
WO#: 1198980	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:			
Description:	Board approved proposal for drain installation from down spouts in Zone 4. Dunbarton Circle: 108, 110, 114, 116, 118 Commons Dr: 1411 Project not to exceed \$19,620 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
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:			
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.		



Work Orders Nepenthe Association

History Items:	Date: 03/27/2024	Type: Work Order Update	Description: 03.27.24 - Project is slated to begin in April, right before the siding repairs are scheduled to begin
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:			
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: 03/27/2024	Type: Work Order Update	Description: 03.27.24 - Project is slated to begin in April, right before the siding repairs are scheduled to begin
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:			
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: 03/27/2024	Type: Work Order Update	Description: 03.27.24 - Project is slated to begin in April, right before the siding repairs are scheduled to begin
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:			
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"		



Work Orders Nepenthe Association

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
<hr/>			
WO#: 1198695	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 2 COLBY Ct		Category:	Landscape
Date Created: 03/15/2024	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description: From Resident: "Request rock or planting along side fence, rock preferred please - no ivy please"			
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
	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.
<hr/>			
WO#: 1198678	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 1182 Vanderbilt Way		Category:	Landscape
Date Created: 03/15/2024	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description: From Resident: "Front door area - no grass - they keep mowing over mud spots. Tree in front of home needs spray - bugs. Side of home no grass and there is one dead tree and a huge pine tree that needs trimming."			
History Items:	Date:	Type:	Description:
	03/15/2024	Work Order Update	03.15.24 - Received service request, forwarding to zone stewards for recommendations
	03/27/2024	Work Order Update	03.27.24 - Service request has been given to the grounds committee for review and recommendations
	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.
<hr/>			
WO#: 1198676	Status: Open	Progress Code:	Pending Proposal



Work Orders Nepenthe Association

Unit/Common Area: 1182 Vanderbilt Way		Category:	Landscape
Date Created: 03/15/2024	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	From Resident: "Second or third request. Please replace bush at my front door that someone took away. Since I am right on the street the area is barren from the street looking at the condos."		
History Items:	Date:	Type:	Description:
	03/15/2024	Work Order Update	03.15.24 - Received service request in office, forwarding to zone stewards for recommendations
	03/27/2024	Work Order Update	03.27.24 - Service request has been given to the grounds committee for review and recommendations
	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.
WO#: 1198674		Status: Open	Progress Code: Work to be Verified
Unit/Common Area: 1569 University Ave		Category:	Landscape
Date Created: 03/15/2024	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	From Resident: "Replace plants on sides of walkway to front door with: Black stem pittosorum elfin (an evergreen bush that grows to 2' high and 2' wide) - this will be at our expense, no cost to Association"		
History Items:	Date:	Type:	Description:
	03/12/2024	Other Call	Hi Nirmal, I submitted a request to change the plants by my front entrance walk-way a little over a week ago. When is it anticipated that I will receive an answer? The plan is to take out the old existing plants and replace them with younger more healthy plants that currently are spread throughout the CC community. The cost of the plants and hiring a person to do the work will be my personal expense. Thank you...Tom Sessums @ 1569 University Ave
	03/15/2024	Work Order Update	03.15.24 - Received service request in office, forwarding to zone stewards for recommendation
	03/27/2024	Work Order Update	03.27.24 - Service request has been given to the grounds committee for review and recommendations



Work Orders Nepenthe Association

05/24/2024	Work Order Update	05.24.24 - Grounds Committee reviewed the request and states that it confirms to current standards and owners are not authorized to plant in common area. This will also be reviewed by the Board in the June meeting to confirm.	
WO#: 1197313	Status: Open	Progress Code:	In-Progress
Unit/Common Area: Cabana- Dunbarton		Category:	Door
Date Created: 03/07/2024	Date Completed:	Vendor:	Critical Path Reconstruction Inc
Schedule Completion Date:			
Description:	CPR Board has approved the proposal for Dunbarton Double Door NTE : \$31,661.64 at last night meeting. Thanks.		
History Items:	Date:	Type:	Description:
	04/24/2024	Work Order Update	04.24.24 - Confirmed with CPR, doors were ordered last month. CPR will inform office when the doors arrive.
	05/29/2024	Other Call	Per Bill from CPR, it will be 3 or 4 weeks.
WO#: 1197233	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 814 Elmhurst Cir		Category:	Installation
Date Created: 03/06/2024	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description:	ARD This unit is missing the front gutter, downspout and water diverter. Please install. Please call Jane at 916-267-5263 Thank you.		
History Items:	Date:	Type:	Description:
	03/06/2024	Vendor Call	Mike- Elite confirmed parts are missing.
	05/21/2024	Work Order Update	05.21.24 The HO came in looking for an update and I called ARD and they said they ordered the parts, but they are taking a while to come in but will speak with t super intendent on trying to get it done sooner.
	05/23/2024	Other Call	5/23/24--Nirmal In order to expedite the process, we're having our gutter sub go out to make sure it gets completed this upcoming week on Tuesday, after the Memorial Day holiday. advance roof
WO#: 1195746	Status: Open	Progress Code:	In-Progress
Unit/Common Area: 709 Dunbarton Cir		Category:	Landscaping
Date Created: 02/27/2024	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			



Work Orders Nepenthe Association

Description: After removal of fallen and damaged deodar cedars on the east side of our house in August last year, the bare slope was planted with 9 English laurels. The flat area below, which was scraped clean during the removal operation, a line of euonymus bushes replaced the ivy and spotty grass and tree roots that had existed there for years. This work has created 4 problems: 1) drainage to a nearby sump grate was interrupted and much water and leaves and mud flow around the drain and into the alley. 2) a damaged birch tree had not yet been removed so a gap was left on the line of euonymus which had not yet been completed since the birch was removed. 3) a tiny little rose was placed outside our window to replace a kangaroo paw bush and looks out of place there. and 4) we still have piles of broken branches in the same spot which have not been cleaned up. I have photos, but a trip out here would be more useful to understand. I have been cleanin =up these piles a little each week in our organics wasted bin. Lastly could you please tell us if the two remaining, leaning and damaged cedars are slated for removal? Jae messaged Paul about this but we never heard and are wondering if that is a reason for delaying the completion of the project.

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

WO#: 1187494	Status: Open	Progress Code: Scheduled
Unit/Common Area: 2315 Swarthmore Dr		Category: Siding
Date Created: 01/12/2024	Date Completed:	Vendor: ELITE Service Experts
Schedule Completion Date:		

Description: Mike Can you inspect the siding of this house and determine whether it can wait until phase 3 or if something needs to be done sooner. Please call the homeowner Nancy listed above. Thank you,

History Items:	Date:	Type:	Description:
	01/12/2024	Other Call	Homeowner came into office.
	03/27/2024	Work Order Update	03.27.24 - Proposal is still pending from CPR, Management requested update
	05/15/2024	Work Order Update	05.15.24 - Mike from Elite went to home and there was no answer. He will try again next Wednesday on May 22

WO#: 1147579	Status: Open	Progress Code: Pending Proposal
Unit/Common Area: 4 Colby Ct		Category: Landscape
Date Created: 06/21/2023	Date Completed:	Vendor: Nepenthe Grounds Committee
Schedule Completion Date:		

Description: Replace dead lawn around and in front of my home Workorder was closed but we have no recommendation or detail. H/O wants a status update. This has to wait until further discussion, no ground covers are being approved as of yet----per christina--10/18/24

History Items:	Date:	Type:	Description:
	04/01/2024	Work Order Update	04.01.24 - Service request has been forwarded to the grounds committee for zone steward review
	05/14/2024	Work Order Update	05.14.24 - Proposal requested o May 10th per Grounds Committee



Work Orders Nepenthe Association

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.
------------	-------------------	---

Management Report - 06.05.24.docx

Management Report

Board Meeting Date: June 5, 2024

Nicole Marks, General Manager

- **Annual Meeting Results:** The May 29, 2024, Annual Meeting is now concluded. The Inspectors of Election closed the polls at 5pm on May 29, 2024. The voting results are as follows:

Brian Coates: 219 Votes

Courtenay Delfin: 183 Votes

Jackie Grebitus: 115 Votes

Cheryl Nelson: 133 Votes

There were two vacancies on the Board of Directors this year, and your new directors that have been elected to the Board are: Brian Coates and Courtenay Delfin. Welcome! Thank you to all our candidates that ran for the Board of Directors this year! A big thank you as well to our exiting directors, Jackie Grebitus & Cheryl Nelson for their service to the Association.

- **Water Meter:** Kevin Gustorf from Wood Rodgers along with the City of Sacramento are working together on the water meter billing project. Over the course of the next 12 months, Nepenthe will receive informational billing. The utility bills for Nepenthe include informational billing for each master meter. During the 12 months of informational billing, homeowners will continue to receive monthly, flat-rate bills, which will need to be paid in full. After 12 months, the homeowner's association will be responsible for paying the metered-rate bill in full and flat-rate bills will no longer be provided.
- **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.

2024-05-09 ARC Minutes_final_Ver_2.docx

NEPENTHE ARCHITECTURAL REVIEW COMMITTEE MINUTES
Thursday, May 9, 2024

The May 9, 2024, Thursday, at 5:30 pm meeting had no need to process new applications, the new applications having been voted on already, with this month's business being conducted via email only. Instead, Alan, Pat and Markus met to discuss matters relating to Estoppel inspections and ARC procedures.

Members participating: Alan Watters, chairperson; Allen Davenport; Ken Luttrell; Paul Serafimidis, Pat Singer.

Members absent: Lee Blachowicz (on leave).

Also present: Markus Dascher, Board Liaison.

A. Introductions. Welcomed Pat Singer back to the Committee. Pat will assume the responsibilities of Committee Secretary.

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.)

1. **710 Dunbarton Circle** – In this 5500A model, requested is the installation of a motorized KE Outdoor Design Domina-model retractable awning, of dimensions 13 feet wide and 10 feet 2 inches projection, with a “Sand”-colored (a medium tan hue) frame and full (storage) cassette. The fabric is to be Sunbrellas’s Silica Silver 4862, a beige color. The awning will have no valance because of the cassette design; rather, the end of the awning has a section of cassette for closure. The awning will be mounted to the exterior siding on the exterior wall of the kitchen above the kitchen window and patio sliding door at a height of roughly 8 feet 4 inches. Re mounting, “the extended 38” brackets will secure to the exterior of the building with 3/8” x 3” wood legs. All holes drilled into the building will be filled with silicone prior to lagging.” The power cord will pug into an existing electrical outlet. The contractor, brand, frame color and fabric color are identical to those approved in Sept. 2023 for 807 Dunbarton Circle. This awning will be only minimally visible above the backyard fence common area. The contractor is to be Goodwin-Cole Tents & Awnings. **Approved with Conditions: Any damage to the siding or structure resulting from installation or operation of this awning will be the responsibility of the homeowner to pay for during the life of this awning product.**

2. **1455 University Avenue** – HVAC replacement is requested for this 2200 model. Requested is the installation of a Carrier High-Efficiency 3-ton Heat Pump condenser (15.2 SEER), Carrier High-Efficiency fan coil, and Carrier High-Efficiency back-up heat strip. This home currently has the 50-year-old original G.E. air conditioner and resistance-heat furnace. The original outdoor compressor is sandwiched between the siding and two lengths of backyard

fencing, an area which is too confined to accommodate the new and larger compressor and meet code.

While this home has no outdoor location for the new compressor without disadvantages, the best solution is to locate the new compressor and its pad about five feet west, where currently there is a row of privet hedges. The refrigerant line set existing within the house are to be reused; however, a roughly 4-foot extension of refrigerant line set will connect from the point where the current line set exits the siding to the new location and will run along the ground at the base of the fence. A new electrical disconnect box will be mounted, and a roughly 4-foot length of conduit will similarly connect the 220-V wiring from its original connection point to the new compressor. These two exposed refrigerant and electrical lines are to be encased by a protective galvanized steel cover (chase) on top of the ground abutting the house's foundation to along to the bottom of the fence, per the contractor. A new control wire connecting the air handler in the attic with the compressor outdoors will need to be installed and run along with the other connections described above. It will not be mounted on top of the siding; rather, a small hole may be bored through the exterior wall and/or siding just at the foundation to allow the wire to pass through, and the wire will be mounted for its vertical run inside an interior closet.

The owner is asking the Association to remove two or three bushes, modify the exposed drip irrigation lines, and level the soil in the area; and also to have the downspout modified so that it can project over the chase that will abut the foundation. Please see Addendum A for a summary of changes needed to landscaping and structures in the Common Area. The contractor is to be Clarke and Rush. Voting was conducted by email on May 30 and 31, 2024. **Approved with Conditions: A) the Grounds Committee or its representatives approve the plans, and B) the homeowner will submit proof of the "finalized" permit status to the Nepenthe office.**

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

1. **1191 Vanderbilt Way** - Emergency HVAC replacement is requested for this 4000F model. Requested is the installation of a Carrier Performance 3-ton Heat Pump (16 SEER), Carrier Performance air handler, and Carrier Inverter Driven Operation variable-speed blower. The new outdoor compressor will be sited in the same location, within the fenced-in backyard. The refrigerant lines are to be reused, and no new external wiring will be run over the siding. The contractor is to be Clarke & Rush. Voting was conducted by email on May 5 and 6, 2024. **Emergency Approval was Granted on May 6, 2024.**

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

C. Old Business: None.

D. New Business:

1. The committee expresses deep appreciation to member and past chair Ken Luttrell, who is retiring from the ARC this month, for his contributions. In addition to more than 13 years' service guiding this committee and offering his expertise on structural

matters, Ken donated his time, as did fellow ARC member Dave Digardi, as project manager for the Clubhouse remodel a decade or so ago.

2. Current members were reminded that in order for them to serve on the ARC for another year, they must complete an application.

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

F. Notices of Completion: Alan signed several.

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

Addendum on B.2.1. 1455 University Avenue – HVAC replacement

On May 30, 2024, Construction Manager Paul Reeves evaluated the site, marked it, and approved the location as described below.

Location: the new compressor and its pad will be roughly 4 or 5 feet west of the original location. Mr. Reeves marked the area with spray paint. (see photos). The 31-inch-square heat pump compressor is to sit atop a 36-inch-square pad. Mr. Reeves said an equidistant spacing of the pad between the fence and the sidewalk such that there would be 4" on each side would work; however, since as much space as possible between the fence and the compressor is desired, it would be better to place the pad up to the sidewalk edge, a position that might yield as much as about 10 inches of clearance between the compressor itself and the fence. The absolute minimum of clearance space is 7 inches, per Mr. Reeves; that amount of clearance will allow fencing contractors access to repair the fence.

Downspout: The downspout in the area will need to be modified so that it can project out three inches over the chase that will abut the foundation.

Fence: Mr. Reeves states that the fence has visible dry rot and will need to be replaced during the Phase 3 siding and fencing maintenance work. However, for the moment its condition is sufficient for this HVAC installation project.

Landscaping: The current existing outdoor compressor's access is somewhat blocked by a bush, the easternmost in the hedge. Whether or not this bush closest to the existing outdoor compressor must be removed depends on whether or not the HVAC installers have adequate room to dismantle the old compressor and remove it. The homeowner needs to find out from the contractor their wishes. Next, there is a tiny 18 -inches-high plant next to the west; it can remain if the Association's landscapers keep it trimmed away from the compressor. Next, to the west there are two full-size bushes in the hedge; they need to be removed. The decorative rock should be removed, and the site leveled. After the installation is completed, presumably the ground would be covered with decorative rock.

Irrigation: The chase itself will not rust; however, water getting inside the chase could damage the insulated refrigerant line set or other wiring. It would be safer if there were no drip irrigation lines passing the chase; thus, safer if all four bushes were removed and there was no irrigation to the area; or is it possible that sections of the irrigation lines in the area of the metal chase can be replaced with sections that do not emit water? Nepenthe's landscape contractors need to modify the drip irrigation piping accordingly.

Preparation of ground: the bushes, their roots, some irrigation lines, the rocks, etc, will need to be removed. The ground should be level where the compressor's pad will rest on it.

The homeowner is to pay for all these alterations to the house's exterior. They should consult with management before starting about the costs.

Compiled by Alan T. Watters

May 31, 2024

Outreach Meeting Minutes 060824.pdf

Nepenthe Outreach Committee Meeting Minutes

May 8, 2024

Nepenthe Clubhouse

Present:

Marcy Best, Chair

Jan Beale

Carol Duke

Teresa McCrackin

Bonnie Jacobson

Yvonne DelBiaggio

Cheryl Nelson, Board Liaison

Not Present:

Ann Bennett

Gerry Gelfand

Marie-Louise Nelson Graves

Nancy Arndorfer

Joan Barrett

Tonae Hasik

Meeting called to order at 4 PM

New Business

Music at the Pool- Need at least two people to manage the gate entrance for the Jazz event on 6/9. Bonnie volunteered, but need two more. Please let Marcy know if you are interested.

Bunco is scheduled for 6/20 and we added 9/22 to the schedule. Theresa will determine how much orientation to the game is now needed since we have had two training sessions.

Charity- Bonnie brought up the idea that we might use our resources to support a charity. It was suggested to find an organization that supports women entering the work force by donations of clothing that is business appropriate. Bonnie will check on an organization that she is aware of and report back.

Committee

With the election of new Board officers, it is time for our members to reapply for Committee appointments. Please see the last Newsletter for a copy of the Nepenthe Committee/Volunteer

Application and apply if you would like to continue as a member of the Committee. Please make it clear if you want to be considered for a particular position, such as Chair, Secretary, or Website coordinator.

4th of July - It was requested that we have a Lead for the 4th of July. Marcy Best volunteered. A team meeting will be scheduled shortly and it is not too late to volunteer.

Halloween- Cheryl offered to contact the Horse and Hay Wagon vendor to check on their availability for Halloween.

Holiday Party- The management has scheduled a private event at the clubhouse for the 14th of December, our date, and asked that we move our party to the 15th of December, a Sunday.

The meeting was adjourned at 5:00PM

Respectfully submitted,

Joan Barrett, from notes supplied by Marcy Best

Information to the Board

There is no information to the Board

Requests for Board Action

There are no requests for Board action

Next Outreach Committee Meeting will be June 12, 2024 -4PM at the Nepenthe Clubhouse

ILS Committee Minutes - April 2024.pdf

ILS Committee Meeting

Date: April 9, 2024

Time: 5:30 p.m.

Attendees: Nancy Arndorfer, Chair-person Ricardo Pineda, Member
Leslie Arnal, Member Bill Olmsted, Member
Pam Dimaggio, Member Bill Newbill, Guest
Jackie Grebitus, Board liaison

1. Minutes from March 12, 2024 approved.
2. AED machine report: Previously, the Board had raised questions about AED machine. The ILS committee will provide responses in the future.
3. Flood Insurance Forum: Board would like to approve an agenda or a list of topics prior to approving the meeting. Ricardo will prepare a draft agenda for the committee's review. The committee envisions that the first forum will focus on the status of the levy system. The agenda and speakers will be oriented around that.
4. Pool Fencing and Security: Jackie reports that First Services has obtained quotes to improve the fencing around the pools and to replace the doors for improved security.
5. Security Company Report attached as Exhibit 1.

6:30 p.m end of meeting. Next meeting is scheduled for May 14, 2024

04-29-24 Minutes Grounds Committee (pdf).pdf

Grounds Committee Meeting Minutes
Monday, April 29, 2024 at 3:00 pm
Nepenthe Clubhouse & Via Zoom

Members Present

Jim Shaw, Chair & Zone 2
Theresa McCrackin, Zone 1
Diane Durawa, Zone 2
Joleen Hecht, Zone 3
Jean Dascher, Zone 5

Don Ellwanger, Zone 5
Joan Trotta, Zone 6
Kathy Waugh, Zone 6
Jan Beale, Zone 7

Also Present

Christina George, Board Liaison
Nicole Marks, General Manager
Julienna Michel, Admin. Asst.
Oscar Lopez, Carson Account Mgr.
Paul Dubois, Grove Total Tree Care Arborist

Members Absent

Liza Tafoya, Zone 3
Pam Livingston, Zone 4
Kathryn Schmid, Zone 4

Homeowners Present: Carol Duke, Courtenay Delfin, Ashley Tangeraas

Agenda Items

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

Chair Report

Jim Shaw proposed committee goals to be accomplished by the end of the May 16 meeting.

- Send recommendations to the Board regarding the Grove Tree Work Proposal for Zone 1.
- Send recommendations to the Board regarding remediations to be done on the 2023 tree removal sites, Zones 1-6.
- Send recommendations to the Board for work to be done per current Homeowner Landscape Requests.
- Discuss and adopt a standardized format for Zone Walk reporting.

Grove Tree Report and Work Proposal, Zone 1

Paul Dubois explained the findings of his Basic Visual Inspection of the trees in Zone 1. His report explained his recommendations for work to be done on 20 trees, which included two tree removals. He also submitted a Tree Work Proposal in the amount of \$27,465.

Theresa McCrackin moved that the committee recommend to the Board that it approve the April 15, 2024 Grove Tree Work Proposal. **Jean Dascher** seconded the motion. The motion was approved unanimously.

Proposal for Remediation of Turf Blemishes

Background: The provisions of Assembly Bill 1572, which would restrict the use of potable water on nonfunctional turf, are still unsettled. The target year for enforcement is 2029. The Board has responded to this uncertainty by curtailing its approval for requests for the remediation of turf blemishes.

Theresa McCrackin proposed that the Board reconsider its stance on the remediation of turf blemishes. The number of these bare spots in the community is considerable and continues to grow. If left untreated for the next 5 years, Nepenthe would, most likely, appear neglected. The cost of these remediations is relatively low since they require superficial soil preparation with no changes to irrigation or maintenance. She suggested that waiting until the fall to plant seed, rather than laying sod, might reduce the cost of the projects.

Diane Durawa remarked that, in her experience, remediations using sod had produced excellent results.

Oscar Lopez added that sod can be laid immediately, whereas the planting of seed would need to wait until the cooler weather of fall. That waiting period would give weeds an opportunity to grow, making it necessary to treat the ground to inhibit them before spreading seed. He recommended remediating with sod.

Diane Durawa moved to recommend to the Board that they resume approvals of requests for turf remediations--using sod. The motion was seconded and carried by unanimous vote.

Remediation of 2023 Tree Removal Sites, Zones 1-6

Committee members reviewed notes and photos taken during site visits attended by zone stewards, the landscape account manager, and the Grounds Committee Board Liaison. Remediation was needed at 24 sites where trees were removed in 2023. Recommendations for remediations were made and approved by the Committee. Those recommendations will be sent to the Board for its decision.

Homeowner Landscape Requests

Committee members reviewed 10 Homeowner Landscape Requests, accompanied by notes and photos taken during site visits. Recommendations were proposed and approved by the Committee. Those recommendations will be sent to the Board for its decision.

Meeting Adjourned at 4:40 pm.

Next Grounds Committee Meeting:

Thursday, May 16, 2024 at 3:00 pm
Nepenthe Clubhouse and Via Zoom

tm

05-16-24 Minutes Grounds Committee (pdf).pdf

Grounds Committee Meeting Minutes
Thursday, May 16, 2024 at 3:00 pm
Nepenthe Clubhouse & Via Zoom

Members Present

Jim Shaw, Chair & Zone 2

Theresa McCrackin, Zone 1

Diane Durawa, Zone 2

Joleen Hecht, Zone 3

Pam Livingston, Zone 4

Don Ellwanger, Zone 5

Jean Dascher, Zone 5

Kathy Waugh, Zone 6

Also Present

Christina George, Board Liaison

Nicole Marks, General Manager

Julienna Michel, Admin. Asst.

Oscar Lopez, Carson Account Mgr.

Paul Dubois, Grove Total Tree Care Arborist

Members Absent

Liza Tafoya, Zone 3

Kathryn Schmid, Zone 4

Joan Trotta, Zone 6

Jan Beale, Zone 7

Homeowners Present: Jackie Grebitus, Cheryl Nelson

Agenda Items

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

Approval of April Minutes

A motion was made by **Don Ellwanger** and seconded by **Jean Dascher** to approve the minutes for the April 29, 2024 meeting. Minutes approved.

Chair Report

Jim Shaw thanked the members of the committee for their work during the past fiscal year and encouraged them to apply for service in the coming year. The committee has begun a project to standardize some of the procedures it uses to make decisions about the Nepenthe grounds, and that process will continue.

Carson Report

- Renovations in Zone 4 at 720-800 Dunbarton and 1008-1010 Dunbarton have been completed.
- Removals of shrubs and stumps in Zone 4 have been completed; work on drains has begun.
- I/F spraying for May has been completed.
- Deep root watering for redwoods is scheduled for the last week in May.
- Watering days are Monday-Wednesday-Friday or Tuesday-Thursday-Saturday.
(additional watering at dawn in some turf areas to meet the needs of trees)
- Irrigation evaluations for Zones 6 and 7 need to be completed.
- Maintenance pruning and detailing
 - Zones 1, 2, 4, 5 and 7 – completed
 - Zone 3 – 60% complete
 - Zone 6 – 30% complete
- Weed spraying in all zones has been completed; another round will begin next week.
- In June:
 - Turf fertilizations
 - Aeration in turf areas
 - Deep root watering for redwoods

Grove Tree Report and Work Proposal, Zone 2

Paul Dubois informed the committee that crews had completed limb clean-up after the recent wind event. He also warned residents that when high summer temperatures persist over several days, liquidambar and cedar trees are prone to limb drop, posing a potential danger to parked cars.

Paul reviewed the findings of his Basic Visual Inspection of the trees in Zone 2. His report supported recommendations for work to be done on 32 trees, which included one tree removal. He submitted a Tree Work Proposal for \$29,990.

Christina George questioned whether the responsibility for the 4 redwoods in the Tree Work Proposal (Item #24) belonged to Nepenthe or Campus Commons. The boundary between the two villages is uncertain.

After some discussion, **Jim Shaw** suggested that a survey of the area be done to determine the precise boundary before starting work on the redwoods.

Don Ellwanger moved that the committee advise the Board to order a survey of the area to determine the boundary between Nepenthe and Campus Commons before doing the work prescribed in Item #24 of the Tree Work Proposal. The motion was seconded by **Jean Dascher** and carried with 7 ayes and 1 abstention.

Paul agreed to submit a revised Tree Work Proposal that would exclude the work in Item #24 and its associated fees. (*Revised Tree Work Proposal: \$28,210*)

Christina asked when the trees that required pruning due to weighted canopies had last been pruned. **Paul** replied that the elms and liquidambars needed pruning again after 3 to 4 years of growth.

Theresa McCrackin moved that the committee advise the Board to accept the Grove Tree Work Proposal minus the cost for the work on the 4 redwoods (Item #24) and its associated fees. The motion was seconded by **Jean Dascher** and carried with 7 ayes and 1 abstention.

Paul announced that the Zone 3 Tree Walk will be on May 28 at 9 am, starting at the Dunbarton Cabana.

Suggested Format for Nepenthe Zone Walks

Jim submitted his "Suggested Format for Nepenthe Zone Walks," which describes possible characteristics and procedures related to regular zone walks by an advisory team. The document is meant to be a starting point for discussion by the new committee during the next fiscal year.

Zone Steward Reports

Theresa shared documents which described two examples of areas in Zone 1 that lacked any kind of cover. She provided an initial recommendation but indicated that she needed advice about what more should be done. **Christina** advised her to follow these steps:

- Create reports for other areas in the zone with similar conditions.
- A zone walk should be scheduled with **Oscar Lopez**.
- Add recommendations made during the zone walk to the initial report.
- Present the findings to the committee.

Jean reported that she found conditions in Zone 5 related to those that Theresa described in Zone 1. She was advised to report those conditions in the manner described above.

Meeting adjourned at 3:55 pm.

Next Grounds Committee Meeting:

To be determined after the new Board is seated

tm

Minutes FC 4.29.24.docx

Minutes – Finance Committee Meeting

April 22, 2024, 4:30 pm

Present at last meeting: Will Vizzard (m), Tara Foust (m), Don Landsittel (m), Nina White (m), Susan Timmer (m), Nicole Marks (Manager) Observers: John Apostolo, Betty Johnson, Carol Duke, Karen Lowrey, Cheryl Nelson, Ashley Tangeraas, Peter Pelkofer

- 1) Approval of March minutes – Approved via email. Link to Zoom recording of meeting: <https://nepenthehoa.com/finance-committee/>
- 2) Updates from Management/ Board
 - i. Taxes- Taxes have been filed.
 - ii. Financial review- Financial review has been mailed/ emailed out.
 - iii. Reserve study – The first draft of the study is in process. Ms. Marks is expecting to receive the draft within the next couple of weeks.

The list below itemizes issues the FC believes are important for Browning to address.

- i. Reserve study: questions, issues for next year (running list for Browning)
 - What are alternatives to mitigate the impacts of increased product, material and labor costs
 - Implications of extending projects to reduce expenditures during fiscal periods
 - ii. Siding- Browning will use the cost estimates that Paul Reeves and the contractor worked up for Phase 2, as they went into more detail than he usually does for a site visits.
 - What is the impact on the reserve study of using a product with a higher anticipated useful life than T1-11?
 - Extending siding cycle from 6year to 12 years- Current siding cycle is set at 12 years, with expectations that there will be some minor yearly siding expenses.
 - iii. Painting-
 - Paint cycle should sync with the siding cycle- Current paint cycle is set at 6 years so that every other cycle will coincide with a siding cycle.
 - Determine lifespan of the current painting product; mid-cycle touch up included
 - iv. Tennis courts-
 - Resealing costs- Browning will confer with the tennis court specialist.
 - Elmhurst courts- Maintenance will be deferred until the Board decides what to do with that space. It will need a total overhaul, even if not used for tennis in the future.
 - v. Landscape-
 - Turf irrigation changes per AB1572
- iv. Siding and painting project updates- We are nearing the end of Phase 1 of the siding project. We have received proposals for Phase 2 from different companies, most

bidding on paint & dry rot repair, 1 for dry rot repair only, and several for painting only. Proposals were competitive.

- v. Landscape updates- No landscape updates. The Grounds committee reviewed many remediation and homeowner requests at their meeting today.
- vi. Recall update- Timmer asked what the implications the recall effort will have for the budget. Marks stated that much of the information is privileged at this time but in principle, there will be legal fees, the cost of a third-party elector, and the cost of running an additional election. The FC discussed different solutions that might promote community discussion and a sense of being heard.
- vii. Water billing updates- Wood-Rodgers is working with the city and arranged to get informational billing over the next 9 months so that we can better anticipate water costs next year. Ms. Marks has only received one or two billings thus far.
- viii. Water use (AB-1572)- No information is available. Ms. Marks will find out if First Service knows anything or is entering into lobbying efforts.

3) Old business:

- a. Reserve tracker- Ms. Marks stated that she planned to create a second sheet with landscape remediation expenditures listed so that we can track the costs of remediation associated with irrigation-related work.

4) New business:

- a. March financials- Ms. Marks stated that there was nothing notable on the financials. There were no questions.
- b. March reserves- Ms. Marks stated that the missed contributions to reserves have not yet been repaid. She is working with First Service to schedule them.
- c. 2024/2025 Finance Committee members- Need to fill out application before the Annual Meeting.

5) Homeowner questions/comments-

6) Next meeting- June 3, 2024

1. LeBlanc.pdf

May 20, 2024

Le Blanc
801 Dunbarton Circle
Sacramento, CA 95825
ruthaleblanc@gmail.com

Nepenthe Board of Directors
1131 Commons Drive
Sacramento, CA 95825

Respectfully to the Board of Directors~

I loath to bring a parking issue to the Board of Directors [BOD] due to the uproar of comments and request for exceptions that will almost certainly follow. Respectfully, I am writing to request a review and revision of our current parking policy to ensure it is equitable for all residents in our community. I am asking the BOD to revise the rules and regulation in the Community Rules under Section 3. Common Area, 3.2. Parking, Streets, and Driveways, 3.2.1. Parking, Private Street Residents on page 5. [Information from Nepenthe Association Community Rules, effective March 2024]

During this past year, several residents, including myself, have experienced challenges with the current parking policy. Currently there is a difference in the Community Rules regarding parking for Dunbarton Circle/University Avenue Residents and Elmhurst Circle Residents. From those differences neighbors and their guest have been lax in following the spirit of the rules. For example, there are several (2-3) residents along Dunbarton Circle that, for the last year plus, have permanently parked their cars on the street, day and night. Another example, a black Cadillac has been parked since well before Easter 2024 on the Dunbarton Circle private drive. Lastly, throughout this year and last, guests of residence have parked blocking access to home walkways as well as common area walkways.

Whether the reason for the parking is lack of knowledge, lack of consideration or inconsistent enforcement measures a review of the Community Rules are warranted. To address these concerns, I propose the following changes to our parking policy:

- 1) **Fair Expectation for Parking on private drives:** Residents are to always park in their garages except for brief loading and unloading and/or provided a parking permit by management office if the parking need exceeds the loading/unloading expectation.
- 2) **Guest Parking:** Parking for guests is permitted, except between the hours of 12:00 a.m. and 6:00 a.m.
- 3) **Clear and Consistent Enforcement:** Establish transparent rules and consistent enforcement procedure to prevent favoritism and ensure fairness

I have included my suggestions, in red as well as cross-through, below. I kindly request that this matter be added to the agenda for the next BOD HOA meeting. I am more than willing to assist in any way to facilitate this discussion and work towards a solution that benefits our entire community equitably.

Thank you for your attention to this matter. I look forwards to your positive response and working together to improve our community.

Respectfully,

Ruth A. Le Blanc

Ruth A. Le Blanc
ruthaleblanc@gmail.com
916.501.2946

PRIVATE STREET RESIDENTS

Minimizing street parking helps improve the aesthetics of our community. Streets are for parking of guests, contractors, and short periods for our residents.

DUNBARTON CIRCLE AND UNIVERSITY AVENUE RESIDENTS

Parking for owners, other residents and their guests is permitted, except between the hours of 12:00 a.m. and 6:00 a.m., on one side of Dunbarton Circle only, as indicated by the signs posted on those streets. The same rule applies to the guest stalls in the alleys on University Avenue. Public parking in those locations is prohibited.

Dunbarton Circle residents are to always park in their garages except for brief loading and unloading and/or provided a parking permit by management office if the parking need exceeds the loading/unloading expectation. Parking permits can be obtained at the management office. Overnight guest permits will be issued for up to 14 days in a single year. Guests are defined as occasional visitors parking for a period of up to 14 days in a single year.

Abuse of guest permits will result in the forfeiture of the guest permit privilege.

Because our private streets are too narrow to allow parking on both sides of the street, private street residents who live on the parking side are asked to bear a disproportionate burden. To improve this situation, residents are reminded to instruct their guests and contractors to not park:

- in front of walkways, especially home entrance walkways
- blocking access to mailboxes
- in front of windows of homes that directly face onto the street

The Board is hoping that general community compliance will avoid the necessity of painted red lines to designate these as No-Parking zones.

~~Each home located on Dunbarton Circle and University Avenue will receive two placards for their overnight guest(s) at no charge. Replacement of lost placards can be obtained at the management office for a fee of \$10. Placards are for guest vehicles only and not for resident vehicles. Placards do not provide for parking on the city streets which are administered by the City of Sacramento.~~

ELMHURST CIRCLE

Parking for guests is permitted, except between the hours of 12:00 a.m. and 6:00 a.m., on one side of Elmhurst Circle only, as indicated by the signs posted on those streets.

Elmhurst Circle residents are to always park in their garages except for brief loading and unloading and/or provided a parking permit by management office if the parking need exceeds the loading/unloading expectation. ~~Short term guests are certainly welcome to park on the private streets.~~ Parking permits can be obtained at the management office. Overnight guest permits will be issued for up to 14 days in a single year. Guests are defined as occasional visitors parking for a period of up to 14 days in a single year.

Abuse of guest permits will result in the forfeiture of the guest permit privilege.

Because our private streets are too narrow to allow parking on both sides of the street, private street residents who live on the parking side are asked to bear a disproportionate burden. To improve this situation, residents are reminded to instruct their guests and contractors to not park:

- in front of walkways, especially home entrance walkways
- blocking access to mailboxes
- in front of windows of homes that directly face onto the street

The Board is hoping that general community compliance will avoid the necessity of painted red lines to designate these as No-Parking zones.

MAY 2024 HO RESPONSES - FINAL.pdf

RESPONSES TO MAY 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

[Responses to direct questions]

1. Courtenay Delfin, homeowner: Regarding landscape remediation, what is the number of inches plants must be from the siding and fencing?

[Director Dascher responded: The CPR contract calls for 18 inches. In all cases an effort is made to do as little removal as possible. People involved in making the determination include the project manager, CPR representative, Progressive Painting representative, Carson representative, and two directors. At each location a decision is made for that specific site. If bush trimming can be done without leaving bare wood, that is the first choice when plantings are too close.]

Delfin: So, there is no hard and fast rule to count upon.

[Director Grebitus: The CPR says at least 18 inches, but it depends upon the plant and potential problems.]

Delfin: So, new plantings will be maintained to meet that space requirement? That has not been the case with alleys remediated in 2022.

[Director George: Some shrubs can be pruned back, others cannot. Old growth plants have fewer options. The goal is to achieve the full 20-year life of the new siding and control the money spent on fencing and siding. When replacement planting occurs, the irrigation is changed to drip.]

Delfin: Understands much of the damage is due to over-spraying via the overhead irrigation system which has been replaced by drip.

[Director George: Netafim is a type of drip system with emitters every 12 inches. It was installed by GP and Coast Landscaping companies. It is best suited for watering trees as most shrubs are not planted with 12-inch spacing.]

Delfin: Lots of plants that are living and currently doing well on the existing irrigation are being removed.

5/14/2024

1

[Director Dascher: We are removing shrubs to prevent future damage.]

Delfin: It has to be our decision as homeowners.

[Director Dascher: It is the Board's responsibility. We listen to the professionals hired to do the work.]

Topics: Criterion for Removing Shrubs for Siding Project

Board Response: The Association CC&Rs charge the Board with the responsibility to “preserve, protect, and maintain” the community. To do that, the Board listens to homeowners, committee recommendations, and professionals with expertise in the area. After considering all the information available, we follow the Association’s governing documents, the Davis-Stirling Act, and civil codes in making our decisions. Controlling costs while maintaining our community environment and premises is always part of our decision process. As volunteers and fellow homeowners, we face the same fiscal challenges as any other homeowner.

2. Marcy Best, homeowner, Chair of Outreach Committee: Do the same rules apply for interior garden plants? What are the criteria?

[Director George: Make sure plants such as Pittosporum and Xylosama are not against fencing and siding.]

[Director Nelson: Irrigation should be managed to not spray on fences or siding.]

[Director Dascher: Patio inspections are being conducted. Those attending are usually the siding project manager, the General Manager, the Grounds liaison, and the Board President. So far there have been no instances where plants were needed to be removed. There have been needs to prune back overgrowth.]

[Director George: Tree roots can cause problems and may sometimes require a tree to be removed by the owner.]

[Director Dascher: During one inspection a downspout problem was identified.]

Topic: Criteria for Patio Clearances with Siding Project

Board response: Patio planting is the domain of the homeowner. Because all homeowners pay for damage to fences, roofs and siding (which are considered common areas to the community), each individual homeowner should ensure their choices do not damage common areas. If an individual homeowner’s plantings or irrigation system has caused problems for the common area, that homeowner is responsible for correcting the problem. With the resumption of violation walks, homeowners will be receiving notices where visible problems are identified. During the siding project, more issues may be identified than seen on a routing violation walk.

3. Ashley Tangeraas, homeowner: Do we have a general idea of the cost estimate for each unit in phase 2?

[Director Dascher: We are haggling with vendors and do not have a final price. For all costs, maybe around \$10,000.]

4. Ashley Tangeraas, homeowner: A follow-up question. There's a story that we have Carson Landscape because no other companies want to work with us. There are a lot of companies that want to work with us. The issue is owed some kind of analysis. Feels we are signing blank checks. There are no material lists, and no one bids like this. There is no disclosure. Why not explore other contractors?

Topic: Siding Costs; Landscape Contracting

Board Response: Nepenthe has an existing master contract with Carson Landscaping. The contract covers maintenance items and additional work as requested by the Board. This vendor was chosen by competitive bidding in December 2020. Our current contract locked in labor costs for three years and contains a provision for cancellation by either side with a 30-day notice. Perhaps there is confusion about the difference between a contract bid and the process for approving specific projects. The same general process is followed regardless of the contractor if the tasks include separate projects. Landscaping needs are identified either through a homeowner request for service, or a zone steward (member of the Grounds Committee) making a report, or a tree walk report from Grove, or damage to an area. From there, the issue is considered by the Grounds Committee during the monthly meeting and recommendations are made. Our contractor prepares a proposal for the recommended work and submits that proposal to the Board for consideration. A proposal is not an individual contract, it is a proposal to complete a specific task bound by the terms of the master contract. During Executive Session, the Board considers proposals and determines whether to approve or reject the proposal as presented or to request alterations to the proposal. If a majority of the Board approves a proposal, the office notifies the vendor of the approval. If the proposal is rejected or a modification request is made, the office contacts the vendor for discussion and possible adjustment or resubmission.

5. Brian Coates, homeowner: The CPR contract requires an 18-inch clearance.

[Director Dascher: Siding and paint are different contractors. Siding is 18-inches and painting is 24-inches.]

Coates: That seems unreasonable. Why no conversation with the homeowner?

Topic: Siding Clearances

Board Response: As we proceed through the siding project, decisions are made on a site-specific basis. If clearances are appropriate no shrubs are being removed.

6. Theresa McCracken, homeowner, member Grounds Committee: Some decisions seem simple, but they are not necessarily so – they can be complex. Nothing is simple

– an example is tree roots damaging slabs. Committee members and the Board work hard. There have been helpful changes and here are some suggestions for further improvement are:

- using zoom for Grounds meetings is very helpful
- improving communication to homeowners before landscape changes would be useful and avoid surprises
- some of these suggestions might involve legwork

Topics: Decision Making; Communication Improvements

Board response: Thank you for recognizing that there are many layers involved in making community-wide decisions. Committee members appreciate your recognition of their hard work. The office and the Board currently use the monthly newsletter and the Friday emails to notify homeowners of upcoming landscape and construction work. Siding contractors give advance notice of their work schedule. Because of potential delays and schedule conflicts, it is not possible to give exact timing on upcoming work. The office and Board will continue to communicate work projects and their timing. When work is approved by the Board, the list of affected areas will be included in the next monthly newsletter.

7. Don Landslitt, homeowner, member Finance Committee: New plants depend upon Netafim. There are different needs for clearance for siding from fencing.

[Director Dascher: Each decision is site-specific with the contractors determining what is needed. If entire side is a hedge, contractors cannot do work behind it.]

Landslitt: Is it 18 inches or 24 inches?

Topics: Siding Project Clearance; Netafim

Board response: During the siding project, in consultation with the contractors and Board representatives, decisions about shrub are and will be made on a site-specific basis. Inspection is conducted approximately 2 months in advance of the siding work and identified shrubs are marked with black paint.

8. Will Vizzard, homeowner, member Finance Committee: Sometimes work on fences only need access from one side. Siding has only one access.

Topics: Siding Clearance

Board response: That is correct and is part of the site-specific consideration.

9. Nina White, homeowner, member Finance Committee: Zone 3 did not have shrubs removed and all the work was done without problems. This inconsistency has cost the association millions of dollars in plantings.

[Director Grebitus: The current Browning Reserve Study calculates fence material life at 20 years. If irrigation and plantings do not interfere and cause damage, we should expect that result. Earlier replacement due to damage will increase our costs.]

Topics: Siding Clearance Inconsistency

Board response: During the work on zone 3, damage to fencing and siding was discovered hidden by shrubs and other landscaping which had been holding water against the siding or causing root issues. This damage resulted in large cost increases over the initial estimates. While removing the shrubs now will not reduce the current costs, they will reduce costs for our future siding projects beginning with zone 4

CORRESPONDENCE

1. Jerry Dunn, homeowner: Provides information on the alternatives for using bark as ground cover, including an attachment from sactree.org.

Topics: Ground Cover Alternatives; Bark

Board Response: Thank you for your interest and research. This letter and attachment are being sent to the Grounds Committee for their consideration when they discuss ground cover topics.

2. Kelly Cole, homeowner: Feels the process for discussing issues and getting information is unclear and unproductive. What is the process to follow and how should homeowners engage in discussion on issues? Requests posting of the Standards and Practices for Committees. Requests a written definition of a homeowner's rights to have a meaningful dialog on issues.

Topics: Homeowner Comments and Discussion; Role of Committees; Answers to Questions

Board response: We respond to questions through many avenues: the office may be able to immediately respond, especially to policy or procedure questions; our website and newsletters (archives are available on line) contain a wealth of information; appropriate Committees can quickly inform or begin a process toward resolution; letters to the Board are published and the Board responds through either direct contact to the homeowner and/or response in this forum; and, homeowner comments at Open Board Meeting are also replied to in this forum no later than the following Board meeting. The Charters and Standards and Practices for committees are posted on the Nepenthe website - the links are listed below. Charters are specific to each Committee. Except for the Finance and Grounds Committees, the Standards and Practice statement applies to all committees. All three Standards and Practices documents are included as attachments to this response. Also, our website currently lists documents, minutes, and recordings by Committee; with the revision of the website currently being undertaken, that alignment might change. Chairs of committees prepare agendas that allow time for homeowner comments. As with the Open Board Meeting, a time limit is set to ensure that all interested homeowners have an opportunity to be heard. If an issue is complicated and/or needs detailed explanation to be best understood, the better submission would be in writing to the Board containing the background and supporting information. From that submission, the Board can respond. As needed, the Board sponsors Forums on topics of interest to homeowners such as the 2023 forum on flood

5/14/2024

5

insurance. Annually there is a Homeowner's Forum where questions may be asked of the committees.

Links to committee charters:

Finance Committee

<https://nepenthehoa.com/wp-content/uploads/2018/01/Finance-Committee-Charter-Adopted-4-5-17.pdf>

Grounds Committee

https://nepenthehoa.com/wp-content/uploads/2020/04/Grounds-Charter-CLEAN_1.pdf

Insurance, Legal and Safety Committee

https://nepenthehoa.com/wp-content/uploads/2020/04/Grounds-Charter-CLEAN_1.pdf

Outreach Committee

<https://nepenthehoa.com/wp-content/uploads/2021/01/Outreach-Charter-Adopted-9-6-17.pdf>

3. Kelly Cole, homeowner: Disagrees with the removal of shrubbery in advance of the siding and painting project where drip systems have been installed. If irrigation watering and debris buildup are causing problems, it would be less expensive to have Carson do better cleanup and more monitoring of the irrigation. We have already paid to have drip systems installed. We need to face reality that in this uncertain time we may need to make unpopular choices. Letting go of problem shrubs and not replacing them may be a good place to start.

Topics: Shrub Removal and Replacement

Board Response: Drip irrigation systems have not been universally installed. As landscaping work is performed, the irrigation system is changed if it is appropriate. Drip systems are not suitable for turf and some other installations. The decisions to remove shrubs in advance of siding and painting are done on a site-specific basis and include consideration of the existing irrigation, the option of pruning, and the age of and maintenance required for the existing plants. Further information has been provided in the Board packets and newsletters since January.

4. Alan T. Watters, homeowner, Chair Architectural Review Committee:

Commends staff member Julienna "Jay" Michel for her cooperative, cheerful, and friendly manner.

Topics: Commend Staff Julienna Michel

Board Response: Thank you for recognizing and supporting Jay. Our staff are well-trained and available to answer questions and guide homeowners who seek assistance.

5.Marty & Sue Henderson, homeowners: Why were they not notified that shrubs were being removed? Is saving time and money now going to compensate for replacing these plants? The area around the fencing needs reparation before the fence is replaced.

Topics: Notification of Plant Removal; Fencing Preparation

Board Response: The Board recognizes that the changes occurring can seem drastic. As mentioned in our Board packets and newsletters, this work is proceeding in preparation for siding and painting access. A chart of the progress of the project is printed in each newsletter. Remediation of areas will include root (grinds) removal, leveling where necessary, irrigation correction or change and suitable planting.

Attachments to these responses:

Standards and Practices – all Committees other than Grounds and Finance
Standards and Practices – Finance
Standards and Practices – Grounds



Standards and Practices for Committees

Adopted by the Board of Directors on January 2, 2019

The purpose of this document is to codify standards and practices of The Nepenthe Association so that all parties have a clear understanding of their roles and to ensure continuity of operations through turnover in the Board, committees and staff.

A. Role of committees

The role of committees is to advise the Board of Directors and to help the Board make sound decisions for the Association.

B. Relations with the Board

1. The Board will provide clear direction to all committees and will respond promptly to the committees' recommendations and requests for information or guidance.
2. Committees will abide by the governing documents and will follow Board policy.

C. Qualifications

1. Committee members occupy a position of public trust. They are expected to demonstrate the same qualities expected of Board members. Among these are honesty, civility, discipline, frugality, foresight and decisiveness.
2. Individuals will be evaluated based upon: years of ownership in Nepenthe; being of good standing within the Association; character and experience attributes that would enhance the committee's responsibilities; lifetime experiences that bring value to the committee's activities; no conflicts of interest, perceived or real, related to the committee's duties; a sincere interest in supporting the current Board's vision and direction, providing sound recommendations and support.
3. If disputed payments, fines or non-compliance are being appealed to the Board, the Board will be the sole judge as to whether the member may be appointed or continue serving on a committee.
4. Committee members are expected to be familiar with the following documents as they pertain to the committee's rights and responsibilities: the Nepenthe CC&Rs, the Bylaws, the Standards and Practices, and the Master Calendar. Copies of these

1/2/19

documents are on file in the office. Copies will be provided to any committee member upon request.

D. Application

1. Homeowners desiring to serve on established committees shall complete a Nepenthe Committee Application attached to this Standards and Practices. It must be completed and submitted by May 1st for consideration. The Board President and Board liaison to each committee shall review all applications and may wish to interview applicants to determine which applicants shall be nominated for approval to the Board at the June Board meeting.
2. No one will be appointed to a committee without first submitting a written application. This applies to sitting committee members, including chairs, who wish to be reappointed.
3. In the March and April newsletter the Board will notify all homeowners, including current committee members, of the opportunity to apply or re-apply for committee membership.
4. Homeowners interested in serving on a committee are encouraged to attend at least two meetings of the committee before submitting an application.

E. Appointment

1. Most attorneys specializing in Common Interest Developments recommend that committee membership be between three and five members. The Board can have larger committees if it feels the interests of the Association are better served.
2. Preference shall be given to individuals who exhibit a positive attitude, who wish to further the best interests of the Association and serve as a courteous and respectful member of the leadership team.
3. All committee appointments require an affirmative vote by a majority of the Board in attendance when a quorum is present, and meeting in public session, duly recorded in the minutes.
4. Following the Board elections, at the June Board Open Session, the directors will appoint all committees and name the chairs. Board liaisons to each committee will also be named.
5. The Board may appoint a new member to a committee at any time during the year upon receiving the application referenced above and after conferring with the committee chair.

1/2/19

F. Terms

Committee members serve one-year terms, commencing within 15 days of the Annual Homeowners Meeting and ending at the next year's Annual Homeowners Meeting.

G. Removal and discipline

1. Committee members serve at the Board's pleasure and may be removed by the Board at any time for any reason.
2. The Board is not required to explain the appointment or removal of any committee member, including chairs.
3. Removal requires an affirmative vote by a majority of the Board members attending an executive session when a quorum is present, and recorded in the minutes.
4. If the chair or a majority of the committee want the Board to remove or discipline a committee member, the matter will be taken up first with the committee's Board liaison and, if necessary, with the Board.

H. Limits on powers

1. Neither committees nor committee chairs have authority to elect or appoint co-chairs. That is a power reserved to the Board. A vice-chair may be appointed by the chair or elected by the committee.
2. Committees are appointed solely to advise the Board and to assist it in the performance of its duties. They have no authority over the manager, homeowners, vendors, other persons or other entities.

I. Committee chairs

1. Committee chairs are responsible for:
 - a. Preparing their committees for successful meetings and for the orderly conduct of the meetings.
 - b. Obtaining from the board and management such information and materials required for the performance of committees' duties.
 - c. Communicating with the Board through the Board liaisons and by speaking at Board meetings.
 - d. Seeing that minutes and requests for Board action are submitted on time and in the formats requested by the Board.
2. The names of committee chairs and their contact information will be published monthly in the newsletter so that homeowners may readily reach them.

J. Secretary and minutes

1. Each committee's secretary will be appointed by the chair or elected by the committee. The chair may serve as the secretary.
2. Minutes will be recorded of every committee meeting and will be kept on file in the office, where they will be made accessible to every homeowner upon request.
3. Minutes will be submitted in a standard format approved by the Board. To assist the Board in the performance of its duties, entries will be made in the following order:
 - a. The date, time and location of the meeting
 - b. The names of committee members present and absent
 - c. The names of others attending the meeting, for purposes of follow-up if necessary
 - d. Recommended action for the Board
 - e. Information requested from the Board
 - f. Information from the committee to the Board
 - g. Such other information as the committee may deem necessary to record. Minutes will only include items of discussion or action related to the charge of the committee.
 - h. The date, time and place of the next meeting.
4. Minutes will be signed by the committee secretary or the committee chair.
5. Minutes will be submitted in digital format seven days prior to the scheduled Board meeting.

K. Board liaisons

1. The Board will name one of its members to serve as liaison to each committee. Given the responsibilities of the President, the Board may decide not to appoint the President as a liaison.
2. Liaisons help committees understand the Board's policies and decisions and help the Board understand the committees' needs, concerns and recommendations.
3. Board liaisons are expected to attend committee meetings but are not required to do so.
4. The Board liaison will be included in all communications between the chair and the committee.
5. If a Board liaison is unable to attend a committee meeting, the chair will immediately inform the liaison of what transpired at the meeting.

6. Liaisons may not vote on any matter considered by committees.
7. At the outset of each committee meeting, the Board liaison will briefly update the committee on recent Board activity.

L. Non-interference

Liaisons and other Board members attending committee meetings will not interfere with committee deliberations and will speak only if recognized by the chair.

M. Committee meetings

1. Each committee will set the date and time of its own meetings, giving consideration to the convenience of committee members, homeowners having business with the committee, and the Board liaison.
2. Except in emergencies, notice of any committee meeting will be posted at least 48 hours in advance of the meeting. The meeting date, time, place and agenda will be included in the notice.
3. If an emergency requires a committee to meet with less than 48 hours public notice, the notice will be posted immediately and the chair will notify the board liaison.
4. Homeowners attending committee meetings, even if only to observe, will be acknowledged by the chair as a matter of courtesy.
5. Every committee will schedule a homeowner comment period at the outset of every meeting.
6. With one exception, Board members and homeowners may attend any committee meeting without explaining, or being asked to explain, the reason for their attendance. Advance notice of attendance is not required but is advised as a matter of courtesy. The exception is any Nominating Committee meeting to discuss the qualifications of potential Board candidates. Such meetings may be closed at the discretion of the committee.
7. The manager and staff usually do not have time to attend committee meetings. Any request that they attend a committee meeting must be approved in advance by the Board or by the Board President acting on behalf of the Board. The President's response to any such request will be communicated immediately to all Board members.

N. Disagreement with the Board

When a committee disagrees with Board policies or decisions, it will notify the Board in writing, either in committee reports or in a separate communication. The committee will not interfere with implementation of Board policies and directives.

O. Minority reports

Any committee member who disagrees with a committee position may attach a written minority report to the committee minutes so long as the attachment is shared with all members of the committee.

P. Attendance requirements

Any committee member who misses two meetings consecutively or three meetings cumulatively during the term of appointment will forfeit membership on the committee. Chairs will notify the Board in writing when a committee member has forfeited membership.

Q. Communication with homeowners

1. Any written committee communication with individual homeowners will be consistent with the governing documents and with Board policy, and will be copied to the Board liaison, who may, at their discretion, share the communication with the Board.
2. Mass communication to homeowners must be approved in advance by the Board liaison, who will see that copies are delivered in advance to the other Board members.
3. The chair will see that copies of all written communication are kept on file in the office.

Nepenthe Committee and Volunteer Application Form



Contact Information

Date	
Name	
Address	
Committee applying for	
Phone Number	
E-Mail Address	

Contributions

How would you like to contribute to this committee?

If you have experience within the realm of this committee's charter, please outline those experiences here:

Other 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?

Volunteer

____ 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:

Please complete this form, and mail or deliver it to the Nepenthe Office at 1131 Commons Dr., Sacramento, CA 95825.

1/2/19



**Nepenthe Finance Committee
Standards and Practices
Approved by the Board of Directors April 5, 2017**

Purpose

The purpose of this document is to set minimum requirements, standards and practices for the Nepenthe Finance Committee. It will also help ensure continuity of operations through turnover.

A. Role of the Finance Committee

The Finance Committee assists and advises the Board of Directors in their financial decision-making duties by:

1. Recommending and monitoring financial policies and goals that support the mission, values, and strategic goals of the Nepenthe Association.
2. Reviewing the budget, reserve study and other financial reports and statements and presenting recommendations to the board for fiscal revisions.
3. Recommending corrective actions to ensure that the association remains in compliance with current law and monitoring management and association compliance with bookkeeping procedures.
4. Recommending investments and monitoring the financial health of all investments against the association's goals and annual budget objectives as requested by the Board.
5. Upon request, reviewing vendors' contracts, invoices, and work orders to ensure that Nepenthe receives contracted services that are completed in a contractually compliant and timely manner and at a fair and reasonable cost.

B. Limits on Powers

1. Only the board is authorized to elect or appoint co-chairpersons of committees. The committee may elect, or a committee chairperson may appoint, a vice-chairperson.
2. The Finance Committee is appointed solely to advise the board and to assist it in the performance of its duties. Committees have no authority over managers, home- owners, vendors, other persons or other entities.
3. All members of the Finance Committee will abide by the governing documents and will follow board policy.

C. Qualifications

1. The board appoints Finance Committee members. General appointment criteria includes, but is not limited to, willingness to serve, availability to serve, ability to get along with others, fairness, firmness and ability to function within a team.
2. Individuals with specific experience in the following fields may be given preference for appointment to the Committee:
 - a. Finance
 - b. Budgets
 - c. Accounting and/or financial report analysis



- d. Investments
 - e. Writing and editing
3. Committee members occupy a position of public trust and as such are expected to maintain the same qualities of behavior as board members: honesty, civility, discipline, frugality, foresight and decisiveness.
 4. Committee members shall be Nepenthe homeowners that are in good standing with the association, meaning they are current in the payment of assessments and/or fines and are in compliance with the rules of the association. If disputed payments, fines or non-compliance are being appealed to the board, the member may continue serving on the committee until the board renders a decision. If such cases are in litigation, arbitration or mediation, the board will be the sole judge as to whether the member may continue serving on the committee.
 5. Each member of the committee must be unencumbered by any conflict of interest and also attest that they have never been convicted and, to the best of their knowledge, are not presently under investigation for any felony.
 6. Committee members are expected to familiarize themselves with the following documents as they pertain to the committee's rights and responsibilities: The CC&Rs, the Bylaws, Finance Committee Standards and Practices, the Investment Policy Statement (IPS) and the Master Calendar. Copies of these documents are on file in the office and will be provided to any committee member upon request.
 7. Committee members are expected to familiarize themselves with the association's investment goals and how these goals support the association's mission.

D. Size of Finance Committee

The board will determine the size of the committee after conferring with the chairperson. A minimum of three (3) members is recommended to maintain a functioning committee with a simple majority constituting a quorum to do business.

E. Finance Committee Meeting Topics and Tasks

Many committee topics and tasks are driven by the board calendar. Board members and residents may attend any Finance Committee meeting without explaining or being asked to explain the reason for their attendance. Advance notice of attendance is not required but is advised as a matter of courtesy.

1. Monthly

- a. Introduction of any homeowners and public comment period. Each speaker will be given three to five minutes to speak.
- b. Update by the Board Liaison.
- c. Review, revise and approve the minutes from the prior meeting.
- d. Review the board calendar to ensure that the committee has addressed all relevant topics for the month.
- e. Review the monthly financial report as prepared by management.
- f. Discuss topics for the newsletter and determine if an article would be beneficial to the community.



2. Annual Finance Committee Calendar

Annual tasks are driven by the requirements of the governing documents and the investments. Finance-related tasks are included on the board calendar to ensure required deadlines are not missed.

- a. January
 - i. Manager presents the preliminary year-end report. The CPA will submit the final report to the board in March.
 - ii. Management presents the books for the previous fiscal year to the CPA for review or audit, as determined by the board.
- b. February
 - i. Finance Committee reviews the success of the investment manager(s) and/or investment funds for the Portfolio and recommends retaining or replacing the investment manager(s).
 - ii. The insurance agent files a risk management survey. The Finance Committee should be made aware if there are additional risks identified that will significantly raise the insurance rate.
- c. March
 - i. Manager mails out hearing notices to delinquent homeowners.
 - ii. Board president signs tax returns; manager mails them.
 - iii. CPA submits review or audit of the annual books and tax returns. Copies are shared with board members and the Finance Committee.
- d. April
 - i. Manager mails a notice to all committee members that they must apply for reappointment. If they do not apply, they will not be reappointed. In committee meetings, chairpersons remind their members of this requirement.
- e. May
 - i. Deadline for committee applications.
 - ii. Chairpersons and liaisons.
 - iii. Manager notifies committee applicants of their appointments.
- f. June
 - i. Finance Committee reviews the backgrounds of committee members to ensure no conflicts of interest exist.
 - ii. Insurance Committee meets to review liability policies (expiring October 1) and discuss any changes in coverage or premiums. The Finance Committee should be made aware if premiums will rise significantly.
- g. July
 - i. Manager gives mid-year financial report, stating whether the association is likely to meet its financial goals for the year.
 - ii. Manager recommends and the board determines whether to put out to bid any vendor contracts for the following fiscal year.
 - iii. If the board decided to put any vendor contracts out for bid, the manager prepares and mails RFPs to qualified vendors.
 - iv. Board begins negotiations on management contract. Contract negotiations will be finalized during September.



- h. August
 - i. Manager provides all necessary data to the Reserve consultant for updating the Reserve Study.
 - ii. The Reserve consultant, the Board, Management and the Finance Committee work together to determine the amount of contributions necessary for adequate portfolio growth and how possible annual assessment increases will impact the monthly assessment rate.
 - iii. The Reserve consultant attends the board meeting, explains the updated Reserve Study and answers questions.
 - iv. Insurance Committee meets to review the flood policy (expiring December 14) and discuss any changes in coverage or premiums. The Finance Committee should be made aware if premiums will rise significantly.
 - v. The Board awards vendor contracts for the following fiscal year.
- i. September
 - i. Manager proposes the budget for the following fiscal year and provides a copy to the Finance Committee.
 - ii. Finance Committee presents findings of the committee to be considered for possible budget revisions.
 - iii. Treasurer, Finance Committee and Manager recommend whether to audit or review the books for the current fiscal year.
 - iv. Board approves management contract (executive session).
 - v. Board approves insurance policy renewals (except for flood).
 - vi. Board approves updated Reserve Study.
 - vii. Manager asks the board and committees for suggestions to improve the Master Calendar.
 - viii. Board asks manager, committees and homeowners to suggest goals for the coming year.
- j. October
 - i. Board adopts a budget for the following fiscal year.
 - ii. Board decides whether to audit or review the books for the current fiscal year.
 - iii. Insurance Committee or insurance agent report on flood insurance premiums renewing December 14th.
- k. November
 - i. Board sets goals for the following year.
 - ii. Board acts on flood insurance policies renewing December 14th.



- I. December
 - i. Manager presents next year's Master Calendar to the board for review and comment.
 - ii. Management contract expires unless renewed by mutual agreement.
 - iii. Fiscal year ends December 31.

F. Relations with Management

If management is requested to attend a committee meeting to answer questions, the committee shall provide the list of questions prior to the meeting so that ample research time is allowed for response. Also, from time to time members of the committee might need the assistance of office staff. Any requests for assistance from office staff will first be discussed in committee or, if urgent, with the Finance Committee chairperson.



Standards and Practices for Management of Landscape

Adopted by the Board of Directors: January 6, 2021

The purpose of this document is to codify standards and practices of the Nepenthe Association so that all parties have a clear understanding of the processes in place to manage the landscape and to ensure continuity of operations between the Board, committees, management and contractors.

A. Significance

The landscape is one of Nepenthe's greatest assets. The value it imparts to the community is impossible to quantify. The Association has a responsibility to manage the landscape in a thoughtful and strategic manner.

B. Basic principle

To achieve the goals adopted in the Grounds Vision Document, processes must be established and followed. As management is the administrative arm of the Association, the processes to achieve the goals must be sustainable at that level.

C. Management shall:

1) Provide oversight to landscape contractors

- a) Make regular inspections of the common area to ensure that contractors are performing in compliance with executed contracts.
- b) Communicate with contractors regularly for updates, concerns and the preparation of proposals for extra work.
- c) Address specific concerns as appropriate:
 - i. Issuance of work order
 - ii. Discussion with Field Supervisor
 - iii. Written communication with Landscape Manager
 - iv. Escalation to Board level of serious or ongoing, unresolved concerns.

2) Process service requests from owners (Refer to Process for Homeowner Landscape Requests):

- a) Receive and evaluate requests.
- b) Inspect reported conditions and formulate plan for remediation.
- c) Inspect completed work.

3) Report to the Board of Directors relevant information:

- a) Landscape contractors' performance.
- b) Status of approved landscape projects.
- c) Reserve allocations status throughout the year.
- d) CC&R violations by homeowners in regard to the common area.

4) Assist, as appropriate, the Grounds Committee in the discharge of their Board-assigned tasks:

- a) Provide copies of landscape contractors' proposals in advance of monthly committee meeting.
- b) Attend Grounds Committee meeting monthly and provide report of work orders in process.

- c) As requested by Board, make documents available, provide administrative support and schedule meetings.
- 5) **Facilitate communication between all parties: Board of Directors, landscape contractors, Grounds Committee and homeowners.** Refer to Standards and Practices for Communication, Board and Committees for more information about these specific processes.
- D. **The Grounds Committee shall discharge their duties in compliance with their Board assigned charter.**
- a) Review Nepenthe landscape on a regular basis. Identify any issues needing management or Board action.
 - b) Assist, as requested by the Board, in evaluating the current landscape management contract performance. Participate as needed in the selection process for a new Nepenthe landscape contractor.
 - c) Identify any issues with the Nepenthe irrigation systems. Notify management of recommended actions for mitigation.
 - d) Make recommendations to the Board regarding planting projects and other enhancements to the common areas.
 - e) Assist and support management in identifying landscape projects for the upcoming year.
 - f) All members of the committee must be thoroughly familiar with governing documents as they pertain to the grounds and trees.
- E. **The Board of Directors shall provide clear direction to the General Manager and Grounds Committee and respond to recommendations and requests for information or guidance.**

OpenSession_05012024_Minutes.pdf

NEPENTHE ASSOCIATION

Open Session

May 1, 2024 6:00 PM
Nepenthe Clubhouse
1131 Commons Drive
Sacramento, CA

MINUTES

Directors Present

MARKUS DASCHER TTEE - President
CHERYL NELSON - Vice President
JACQUELYN GREBITUS - Secretary
CHRISTINA GEORGE - Member at Large

Directors Absent

None

Additional Attendees

Nicole Marks, CMCA, AMS - General
Manager, FirstService Residential
Jay Michel - Administrative Assistant,
FirstService Residential

I. CALL TO ORDER

The meeting was called to order at 6:01PM.

II. EXECUTIVE SESSION ACKNOWLEDGEMENT/ANNOUNCEMENT

In accordance with Civil Code Section 4935(a) the Board met in Executive Session on May 1, 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 took the following actions at the May 1, 2024 Executive Session:

- Foreclosure was approved for APN #295-0340-016-0000
- Foreclosure was approved for APN #295-0160-004-0000
- The Board approved proposal from the Grove in the amount of \$27,465 for tree maintenance in Zone 1

III. REPORTS

A. CONSTRUCTION MANAGER'S REPORT

The Construction Report from Paul Reeves was reviewed.

B. GENERAL MANAGER'S REPORT

The General Manager's Report was reviewed and provided verbally by General Manager, Nicole Marks.

IV. COMMITTEE UPDATES

A. ARCHITECTURAL COMMITTEE

Resolved

Applications:

The Board approves the applications below as Architecture Committee recommends.

Address	Modification	Recommendation
1396 Commons	Patio Hardscape	Approval
814 Elmhurst	Patio Hardscape	Approval
302 Elmhurst	Windows	Approval
1425 Commons	Patio Hardscape	Approval
1071 Vanderbilt	Windows and Half Wall	Approval
1333 Commons	HVAC	Approval

First Motion

Motion: MARKUS DASCHER TTEE

Second: JACQUELYN GREBITUS

- ▶ **Resolved**
The motion passed unanimously

Second Motion

Security Camera Approval: The Board approves that all security cameras will go through the normal architectural application process and no more emergency approvals will be issued.

Motion: CHERYL NELSON

Second: MARKUS DASCHER TTEE

- ▶ **Resolved**
The motion passed unanimously

Third Motion

Volunteer Application: The Board approves the volunteer application from Pat Singer to be appointed to the Architectural Committee.

Motion: MARKUS DASCHER TTEE

Second: JACQUELYN GREBITUS

- ▶ **Resolved**
The motion passed unanimously

B. OUTREACH COMMITTEE

Marci Best provided a verbal update. June 20th is Bunco, June 9th is Jazz by the Pool, 4th of July Event

C. ILS COMMITTEE

Nancy Arndorfer provided a verbal update. Ricardo will reach out regarding information on the forum requested.

D. GROUNDS COMMITTEE

Christina George provided a verbal update and provided walk notes from the Grounds Committee Meeting.

E. FINANCE COMMITTEE

Susan Timmer provided a verbal update and no questions were prompted by the Board regarding the minutes.

F. ELECTION/NOMINATING COMMITTEE

No updates were provided from the Election/Nominating Committee.

V. HOMEOWNER CORRESPONDENCE

A. HOMEOWNER CORRESPONDENCE - 05.01.24

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

B. HOMEOWNER COMMENT/CORRESPONDENCE FOLLOW UP - 04.03.24

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

VI. NEW BUSINESS

A. OPEN SESSION MINUTES - APRIL 3, 2024

Resolved

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

Motion: MARKUS DASCHER TTEE

Second: CHERYL NELSON

▶ **Resolved**
The motion passed unanimously

B. FINANCIAL STATEMENT - MARCH 2024

Resolved

The Board accepts the Association's income statement for March 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 \$178,403.34 and year-to-date reserve funding of \$496,196.88 compared to the year-to-date reserve funding budget of \$592.692. The actual year-to-date operating expenses were \$606,804.32. The budgeted year-to-date operating expenses were \$516,555. The association has \$152,964.43 in operating funds, which represents 0.41 months of budgeted expenses and reserve contributions. The association has \$10,490,222.51 in reserve funds.

Motion: MARKUS DASCHER TTEE

Second: JACQUELYN GREBITUS

▶ **Resolved**
The motion passed unanimously

C. RESOLUTION TO RECORD LIEN

Background

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

WHEREAS, Section 5660 of the California Civil Code requires that a warning letter be sent by certified mail to the owner of record at least 30 days prior to recording a lien; and

WHEREAS, the Association has sent this letter and the 30 days has or will soon expire; and **WHEREAS**, as of the date of this report payment has not been received to pay the delinquent assessment amount on the properties listed below

Resolved

NOW THEREFORE BE IT RESOLVED that the Board of Directors approves by a majority vote of the board members present at a duly called open meeting for FirstService Residential to record a lien on the separate interests/accounts listed below on behalf of the association and to mail a copy of the recorded lien to all known owners and addresses once the 30 days has elapsed from the mailing of the warning letter and no payment has been received.

Date	Account No.	Total Amount Due	Approved	Denied
4/12/24	2011-06	\$4,909.91	X	

Motion: MARKUS DASCHER TTEE

Second: CHERYL NELSON

► **Resolved**
The motion passed unanimously

VII. HOMEOWNER FORUM

Multiple Owners addressed the Board during Homeowner Forum. Cheryl has notated all the comments/questions and will draft the responses for the June 5th Open Session Board Meeting.

VIII. NEXT BOARD MEETING

The Association's next open Board meeting will be held June 5, 2024, at 6:00 pm.

IX. ADJOURN

The meeting was adjourned at 7:20PM.

APPROVED

DATE

April 2024 Financials for Membership.pdf

NEPENTHE ASSOCIATION
CASH BASIS FINANCIAL STATEMENTS
FOR THE MONTH AND FOUR MONTH(S) ENDED
APRIL 30, 2024

CONTENTS

FINANCIAL SUMMARY REPORT	
CASH FLOW REPORT	
COMPARATIVE BALANCE SHEET	A
INVESTMENT REPORT	B
GENERAL RESERVE FUND BALANCE SUPPORT SCHEDULE	C
INCOME STATEMENT	D
INCOME STATEMENT FOR 12 MONTHS ENDING	EA
SUB ACCOUNT LEDGER	FA
GENERAL LEDGER	F
TRANSACTION REGISTER	G
RECEIPTS STATEMENT	H
DISBURSEMENTS REPORT	I
CHECK HISTORY REPORT	J
BANK RECONCILIATIONS	

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

PREPARED BY:



NEPENTHE ASSOCIATION
Financial Summary



Fiscal Year End: **December 31, 2024**

For the Month Ended: **April 30, 2024**

Operating cash	73,768.49	152,964.43	Decrease in Cash	(79,195.94)
Reserve cash	10,519,904.63	10,490,222.51	Increase in Cash	29,682.12
Adj Operating Cash (see note 1)	22,970.90	88,816.65	Decrease in Cash	(65,845.75)

Average budgeted expenses / month	369,749.00
Average # of months of available cash	0.20
Percent Funded Per 2024 Reserve Study	186.0%

ASSESSMENT SUMMARY

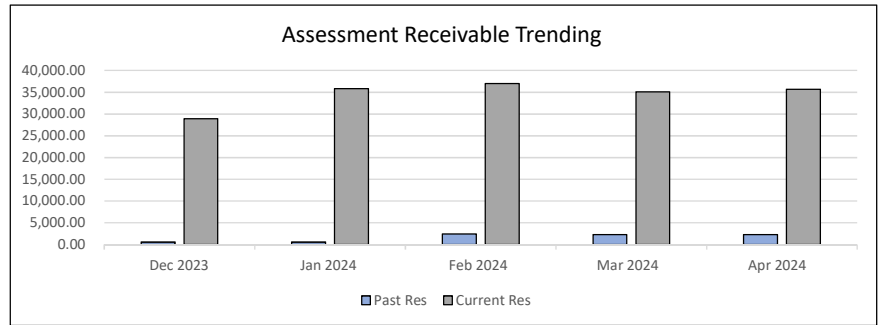
Prepaid Utilities	
Monthly Assessment Budget	365,799.00
Assessment Cash Received	368,123.66

Total Assessments Receivable

0-30 days late (see note 2)	10,319.92
31-60 days late	0.00
61-90 days late	9,491.37
<u>over 90 days late</u>	<u>18,186.41</u>
Total Assessments Due	37,997.70

Other Receivable

Past Residents Assessments Rec.	2,271.45
Prepaid Assessments	50,797.59



OPERATING SUMMARY

Category	April Expenses	YTD Expenses	YTD Budget	YTD Variance	Negative YTD Variances > \$2000
Utilities	9,192	54,212	53,844		(368)
Landscape	48,880	198,520	198,496		(24)
Common Area	43,303	145,011	77,796		(67,215)
Management/On-Site Admin	138,160	285,217	156,900		(128,317)
Insurance	45,326	208,705	201,704		(7,001)
Total Operating Expenses	284,861	891,665	688,740		(202,925) Spending overbudget year-to-date
YTD Profit/(Loss)		70,102			

RESERVE SUMMARY

Contribution to Reserves this month:	197,564.00	Reserve Disbursements this month:	196,144.53
Contribution to Reserves Year-to-Date:	592,692.00	Reserve Disbursements Year-to-Date:	1,092,108.43
Interest on reserve funds Year-to-Date:	129,331.53		

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	1,683,791	
	Reserve Investment Income		129,332
	Contributions to Reserves		592,692
	Accounts Payable	145,528	
	Processing Fees		
Less	Operating Expenses	(891,665)	
	Reserve Funding	(592,692)	
	Reserve Expenses		(1,092,108)
	Due to Operating	0	
	Receivable from Management	(900)	
Ending Balance	4/30/2024	102,031	10,519,905

Budget Report

Actual Income - Year-to-date	\$ 1,683,791.15
Budgeted Income - Year-to-date	\$ 1,478,996.00
Produced a positive Year-to-date income variance of	\$ 204,795.15
Actual Expenses and Reserve Contribution - Year-to-date	\$ 1,613,688.75
Budgeted Expenses and Reserve Contribution - Year-to-date	\$ 1,478,996.00
Produced a negative Year-to-date operating expenses variance of	\$ (134,692.75)
The two combined variances produced a positive Year-to-date variance of	\$ 70,102.40

Other Information

Unpaid assessments at	4/30/2024	were:	\$ 37,997.70
Prepaid assessments at	4/30/2024	were:	\$ 50,797.59

NEPENTHE ASSOCIATION
COMPARATIVE BALANCE SHEET
04/30/2024

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	73,768.49	152,964.43
PETTY CASH	150.00	150.00
RESERVE ACCOUNT FUNDS	10,519,904.63	10,490,222.51
	-----	-----
TOTAL CASH AND INVESTMENTS	10,593,823.12	10,643,336.94
OTHER ASSETS		
UNFUNDED RESERVES	197,564.00	197,564.00
RECEIVABLE FROM MANAGEMENT	900.00	900.00
	-----	-----
TOTAL OTHER ASSETS	198,464.00	198,464.00
TOTAL ASSETS	10,792,287.12	10,841,800.94
LIABILITIES		

ACCOUNTS PAYABLE	145,527.50	116,422.50
UNFUNDED RESERVES	197,564.00	197,564.00
	-----	-----
TOTAL LIABILITIES	343,091.50	313,986.50
MEMBERS EQUITY		

GENERAL RESERVE FUND BALANCE	10,519,904.63	10,490,222.51
OPERATING FUND BALANCE-BEG OF YEAR	(140,811.41)	(140,811.41)
CURRENT YEAR INCOME/(LOSS)	70,102.40	178,403.34
	-----	-----
TOTAL LIABILITIES & MEMBERS EQUITY	10,792,287.12	10,841,800.94

NEPENTHE ASSOCIATION
RESERVE FUND BALANCES SUPPORT SCHEDULES
04/30/2024

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)	129,331.53	0.00	0.00	129,331.53
22872 GYM/WORKOUT FACILITY	31,790.43	(16,544.17)	816.00	0.00	0.00	16,062.26
22960 PAINTING-INTERIOR RESERVES	21,475.36	(10,585.17)	606.00	0.00	0.00	11,496.19
23014 CONCRETE REPAIRED RESERVES	160,344.60	(44,908.64)	6,300.00	0.00	(750.00)	120,985.96
23120 ROOF RESERVES	6,657,012.44	(2,796,702.98)	210,096.00	(7,985.00)	(8,470.00)	4,053,950.46
23122 POOL/SPA RESERVES	143,567.02	5,628.52	8,100.00	0.00	(10,095.74)	147,199.80
23127 FENCING RESERVES	(139,895.10)	502,538.27	19,755.00	(17,377.69)	(184,211.56)	180,808.92
23133 IRRIGATION RESERVES	329,808.71	530,515.93	46,842.00	(34,600.00)	(38,115.00)	834,451.64
23146 SIGNS RESERVES	46,858.61	(15,277.07)	1,743.00	(96.98)	(172.41)	33,055.15
23178 PAVING RESERVES	712,705.89	(115,923.74)	32,460.00	0.00	0.00	629,242.15
23199 RESERVE STUDY RESERVES	4,815.49	3,896.66	456.00	0.00	(3,300.00)	5,868.15
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	12.00	0.00	0.00	273.20
L23135 PAINT EXTERIOR RSRV	1,098,643.63	(420,185.09)	36,924.00	(5,250.00)	(121,380.63)	588,751.91
L23136 STRUCTURAL REPAIRS RSRV	1,791,300.39	269,122.66	112,101.00	(102,074.86)	(297,788.13)	1,772,661.06
N22911 UNDERGROUND UTILITY RSRV	(70,237.81)	209,632.18	7,599.00	0.00	0.00	146,993.37
N23017 CLUBHOUSE RENOVATION RSRV	417,259.04	(254,995.28)	8,835.00	0.00	(19,923.17)	151,175.59
N23130 MISCELLANEOUS RSRV	84,222.18	(73,331.99)	612.00	0.00	0.00	11,502.19
N23274 TENNIS COURT RSRV	117,812.55	(43,759.29)	4,017.00	0.00	0.00	78,070.26
N23275 GROUNDS RESERVE	(725,443.29)	1,585,767.93	93,684.00	(21,800.00)	(151,260.00)	780,948.64
N23282 TREE REMOVAL ANNUAL MAINT RSRV	(473,273.29)	1,333,597.93	0.00	0.00	(58,405.00)	801,919.64
N22991 POLE LIGHT REPAIRS RSRV	(29,943.38)	62,613.94	1,734.00	(6,960.00)	(2,288.00)	25,156.56
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	722,023.53	(196,144.53)	(895,963.90)	10,519,904.63

NEPENTHE ASSOCIATION
INCOME STATEMENT
04/30/2024

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									
368,123.66	365,799	2,324.66	14000	HOMEOWNER ASSESSMENT REVENUE	1,454,316.33	1,463,196	(8,879.67)	4,389,588	2,935,271.67
0.00	2,000	(2,000.00)	14087	EASEMENT AGREEMENT	7,275.59	8,000	(724.41)	24,000	16,724.41
65.87	150	(84.13)	14101	INTEREST ON PAST DUE ASSESSMENTS	650.60	600	50.60	1,800	1,149.40
50.00	50	0.00	14110	KEY REVENUE	290.00	200	90.00	600	310.00
0.00	350	(350.00)	14113	CLUBHOUSE RENTAL	2,440.00	1,400	1,040.00	4,200	1,760.00
620.00	0	620.00	14116	CC&R VIOLATIONS/FINES	1,240.00	0	1,240.00	0	(1,240.00)
4,992.50	1,400	3,592.50	14122	INSURANCE REIMBURSEMENT	76,124.39	5,600	70,524.39	16,800	(59,324.39)
0.00	0	0.00	14132	MISCELLANEOUS REVENUE	11,061.89	0	11,061.89	0	(11,061.89)
271.93	0	271.93	14162	OPERATING INTEREST REVENUE	1,060.82	0	1,060.82	0	(1,060.82)
28,262.65	0	28,262.65	14163	RESERVE INTEREST REVENUE	129,331.53	0	129,331.53	0	(129,331.53)
402,386.61	369,749	32,637.61		TOTAL REVENUE	1,683,791.15	1,478,996	204,795.15	4,436,988	2,753,196.85
RESERVE CONTRIBUTION									
272.00	272	0.00	19572	GYM/WORKOUT FACILITIES RESERVES	816.00	1,088	272.00	3,264	2,448.00
202.00	202	0.00	19660	PAINTING-INTERIOR RES	606.00	808	202.00	2,424	1,818.00
2,100.00	2,100	0.00	19714	CONCRETE REPAIR RESERVE	6,300.00	8,400	2,100.00	25,200	18,900.00
28,262.65	0	(28,262.65)	19803	GENERAL RESERVE INTEREST	129,331.53	0	(129,331.53)	0	(129,331.53)
70,032.00	70,032	0.00	19820	ROOF RESERVE	210,096.00	280,128	70,032.00	840,384	630,288.00
2,700.00	2,700	0.00	19822	POOL/SPA RESERVE	8,100.00	10,800	2,700.00	32,400	24,300.00
6,585.00	6,585	0.00	19827	FENCING RESERVE	19,755.00	26,340	6,585.00	79,020	59,265.00
15,614.00	15,614	0.00	19833	IRRIGATION RESERVE	46,842.00	62,456	15,614.00	187,368	140,526.00
581.00	581	0.00	19846	SIGN RESERVE	1,743.00	2,324	581.00	6,972	5,229.00
10,820.00	10,820	0.00	19878	PAVING RESERVE	32,460.00	43,280	10,820.00	129,840	97,380.00
152.00	152	0.00	19899	RESERVE STUDY	456.00	608	152.00	1,824	1,368.00
4.00	4	0.00	L19833	OUTDOOR EQUIPMENT RSRV	12.00	16	4.00	48	36.00
12,308.00	12,308	0.00	L19835	PAINTING EXTERIOR RESERVE	36,924.00	49,232	12,308.00	147,696	110,772.00
37,367.00	37,367	0.00	L19836	STRUCTURAL REPAIRS RSRV	112,101.00	149,468	37,367.00	448,404	336,303.00
2,533.00	2,533	0.00	N19611	UNDERGROUND UTILITY REPR RSV	7,599.00	10,132	2,533.00	30,396	22,797.00
578.00	578	0.00	N19691	POLE LIGHT REPR RSV	1,734.00	2,312	578.00	6,936	5,202.00
2,945.00	2,945	0.00	N19717	CLBHOUSE REMODEL INTERIOR RENOVATI	8,835.00	11,780	2,945.00	35,340	26,505.00
204.00	204	0.00	N19830	MISCELLANEOUS RSV	612.00	816	204.00	2,448	1,836.00
1,339.00	1,339	0.00	N19974	COMMON TENNIS CRT RSV	4,017.00	5,356	1,339.00	16,068	12,051.00
15,614.00	15,614	0.00	N19975	GROUNDS RSV	46,842.00	62,456	15,614.00	187,368	140,526.00
15,614.00	15,614	0.00	N19982	TREE REM/ ANNL MAINT RSV	46,842.00	62,456	15,614.00	187,368	140,526.00
225,826.65	197,564	(28,262.65)		TOTAL RESERVE CONTRIBUTION	722,023.53	790,256	68,232.47	2,370,768	1,648,744.47
176,559.96	172,185	4,374.96		AVAILABLE OPERATING REVENUE	961,767.62	688,740	273,027.62	2,066,220	1,104,452.38
OPERATING EXPENSES									
UTILITIES									

NEPENTHE ASSOCIATION
INCOME STATEMENT
04/30/2024

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
0.00	4,252	4,252.00	15101	ELECTRICITY	14,764.00	17,008	2,244.00	51,024	36,260.00
1,371.59	2,122	750.41	15102	GAS	8,390.11	8,488	97.89	25,464	17,073.89
1,007.30	510	(497.30)	15103	REFUSE COLLECTION	3,583.73	2,040	(1,543.73)	6,120	2,536.27
164.24	172	7.76	15105	TELEPHONE EXPENSE	656.96	688	31.04	2,064	1,407.04
6,012.22	5,865	(147.22)	15106	WATER	24,280.01	23,460	(820.01)	70,380	46,099.99
636.72	540	(96.72)	15155	INTERNET EXPENSE	2,536.97	2,160	(376.97)	6,480	3,943.03
9,192.07	13,461	4,268.93		TOTAL UTILITIES	54,211.78	53,844	(367.78)	161,532	107,320.22
				LAND MAINTENANCE					
48,880.00	48,880	0.00	15500	CONTRACT LANDSCAPE SERVICE	195,520.00	195,520	0.00	586,560	391,040.00
0.00	744	744.00	15511	BACKFLOW DEVICE TEST	3,000.00	2,976	(24.00)	8,928	5,928.00
48,880.00	49,624	744.00		TOTAL LAND MAINTENANCE	198,520.00	198,496	(24.00)	595,488	396,968.00
				COMMON AREA					
3,225.00	3,475	250.00	16020	CONTRACT POOL/SPA SERVICE	13,350.00	13,900	550.00	41,700	28,350.00
0.00	85	85.00	16022	POOL EQUIPMENT REPAIR	0.00	340	340.00	1,020	1,020.00
1,919.00	210	(1,709.00)	16027	POOL INSPECTION	2,578.00	840	(1,738.00)	2,520	(58.00)
300.00	210	(90.00)	18457	PLUMBING REPAIR	300.00	840	540.00	2,520	2,220.00
0.00	0	0.00	18501	EXPENSES TO BE REIMBURSED	(1,710.00)	0	1,710.00	0	1,710.00
1,146.20	1,300	153.80	18524	MATERIAL SUPPLIES	3,108.70	5,200	2,091.30	15,600	12,491.30
65.00	335	270.00	18526	PEST CONTROL	785.00	1,340	555.00	4,020	3,235.00
2,490.00	2,657	167.00	18531	JANITORIAL SERVICE	14,880.00	10,628	(4,252.00)	31,884	17,004.00
166.24	192	25.76	18532	JANITORIAL SUPPLIES	1,191.41	768	(423.41)	2,304	1,112.59
182.38	21	(161.38)	18534	FIRE EXTINGUISHER SERVICE	601.12	84	(517.12)	252	(349.12)
355.00	0	(355.00)	18544	LIGHT REPAIRS	355.00	0	(355.00)	0	(355.00)
696.00	739	43.00	18579	PATROL SERVICE	2,633.74	2,956	322.26	8,868	6,234.26
27,588.00	6,250	(21,338.00)	18736	GUTTER & DOWNSPOUT CLEANING	87,632.00	25,000	(62,632.00)	75,000	(12,632.00)
5,169.96	3,750	(1,419.96)	18767	REPAIR & MAINTENANCE	18,419.50	15,000	(3,419.50)	45,000	26,580.50
0.00	0	0.00	18771	BACKFLOW DEVICE TEST	96.00	0	(96.00)	0	(96.00)
0.00	140	140.00	18905	KITCHEN SUPPLIES	306.27	560	253.73	1,680	1,373.73
0.00	85	85.00	18986	FITNESS CONTRACT	484.69	340	(144.69)	1,020	535.31
43,302.78	19,449	(23,853.78)		TOTAL COMMON AREA	145,011.43	77,796	(67,215.43)	233,388	88,376.57
				MANAGEMENT/ON-SITE ADMIN EXP					
150.00	175	25.00	18001	COMMUNITY WEBSITE	1,778.88	700	(1,078.88)	2,100	321.12
104.95	100	(4.95)	18003	COMMUNITY EVENTS/PROGRAMS	717.19	400	(317.19)	1,200	482.81
7,800.00	8,190	390.00	19109	CONTRACT MANAGEMENT	31,200.00	32,760	1,560.00	98,280	67,080.00
0.00	210	210.00	19101	CPA SERVICES	2,105.00	840	(1,265.00)	2,520	415.00
89,961.00	0	(89,961.00)	19104	FEDERAL TAX EXPENSE	89,961.00	0	(89,961.00)	0	(89,961.00)
19,205.00	0	(19,205.00)	19105	FRANCHISE TAX BOARD	19,205.00	0	(19,205.00)	0	(19,205.00)
0.00	25	25.00	19106	TAXES & LICENSES	0.00	100	100.00	300	300.00

NEPENTHE ASSOCIATION
INCOME STATEMENT
04/30/2024

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
4,500.00	1,167	(3,333.00)	19108	GENERAL COUNSEL SERVICE	26,898.40	4,668	(22,230.40)	14,004	(12,894.40)
3,609.50	3,334	(275.50)	19111	MANAGEMENT REIMBURSABLE	18,442.50	13,336	(5,106.50)	40,008	21,565.50
56.75	21	(35.75)	19112	POSTAGE, ON-SITE	135.70	84	(51.70)	252	116.30
0.00	100	100.00	19117	DUES & PUBLICATIONS	600.00	400	(200.00)	1,200	600.00
35.00	35	0.00	19119	BANK FEES	160.00	140	(20.00)	420	260.00
7,056.98	16,500	9,443.02	19124	ON-SITE STAFF	60,650.97	66,000	5,349.03	198,000	137,349.03
520.00	583	63.00	17209	PAYROLL PROCESSING FEES	1,560.00	2,332	772.00	6,996	5,436.00
(750.46)	0	750.46	19126	DELINQUENCY MONITORING	(4,495.17)	0	4,495.17	0	4,495.17
0.00	100	100.00	19132	OPERATING CONTINGENCY	0.00	400	400.00	1,200	1,200.00
373.55	317	(56.55)	19172	ACCOUNTING REIMBURSABLES	2,370.45	1,268	(1,102.45)	3,804	1,433.55
880.00	125	(755.00)	19174	AMS COLLECTION EXPENSE	1,138.14	500	(638.14)	1,500	361.86
0.00	85	85.00	19178	PROPERTY TAX	0.00	340	340.00	1,020	1,020.00
3,782.64	7,583	3,800.36	19247	PAYROLL TAXES & BENEFITS	29,630.07	30,332	701.93	90,996	61,365.93
156.62	125	(31.62)	19295	ON-SITE OFFICE SUPPLIES	1,339.62	500	(839.62)	1,500	160.38
718.19	450	(268.19)	19382	COPIER LEASE	1,818.94	1,800	(18.94)	5,400	3,581.06
138,159.72	39,225	(98,934.72)		TOTAL MANAGEMENT/ON-SITE ADMIN E	285,216.69	156,900	(128,316.69)	470,700	185,483.31
				INSURANCE					
16,221.33	16,851	629.67	19107	INSURANCE	64,885.32	67,404	2,518.68	202,212	137,326.68
29,105.00	33,575	4,470.00	DC19307	FLOOD INSURANCE	143,820.00	134,300	(9,520.00)	402,900	259,080.00
45,326.33	50,426	5,099.67		TOTAL INSURANCE	208,705.32	201,704	(7,001.32)	605,112	396,406.68
284,860.90	172,185	(112,675.90)		TOTAL OPERATING EXPENSES	891,665.22	688,740	(202,925.22)	2,066,220	1,174,554.78
(108,300.94)	0	(108,300.94)		NET INCOME/(LOSS)	70,102.40	0	70,102.40	0	(70,102.40)

NEPENTHE ASSOCIATION
 INCOME STATEMENT FOR 12 MONTHS ENDING
 04/30/2024

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

FirstService Residential CA
 15241 Laguna Canyon Road
 Irvine CA 92618

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
REVENUE													
14000 HOMEOWNER ASSESSMENT REVENUE	353293	343085	322812	366647	312932	323292	332939	348217	366882	352421	366890	368124	4157533
14087 EASEMENT AGREEMENT	5829	0	0	7347	0	-1469	0	5874	0	7276	0	0	24856
14101 INTEREST ON PAST DUE ASSESMEN	594	329	156	804	18	277	70	1633	49	75	461	66	4532
14110 KEY REVENUE	10	135	105	125	10	60	95	50	90	75	75	50	880
14113 CLUBHOUSE RENTAL	475	0	985	660	0	0	890	865	1440	355	645	0	6315
14116 CC&R VIOLATIONS/FINES	0	0	0	0	0	0	0	1744	0	620	0	620	2984
14122 INSURANCE REIMBURSEMENT	14536	1309	1046	450	225	450	0	225	0	71172	-40	4993	94365
14132 MISCELLANEOUS REVENUE	705	-451	0	-455	1162	-572	0	626	0	11062	0	0	12077
14162 OPERATING INTEREST REVENUE	258	0	484	261	245	271	256	248	283	259	247	272	3083
14163 RESERVE INTEREST REVENUE	37749	37186	41353	25685	18485	13701	72731	43605	41299	28496	31274	28263	419826
14221 FACILITY RENTAL FEE	-600	0	0	0	0	0	0	0	0	0	0	0	-600
14229 RENTAL FEES	750	0	0	0	0	0	0	0	0	0	0	0	750
14234 LEGAL REIMBURSEMENTS	0	0	0	0	0	0	0	2523	0	0	0	0	2523
14357 RESERVE CONTRIBUTION	0	528448	0	0	0	0	0	0	0	0	0	0	528448
TOTAL REVENUE	413598	910040	366941	401524	333077	336010	406980	405610	410043	471810	399552	402387	5257572
RESERVE CONTRIBUTION													
19572 GYM/WORKOUT FACILITIES RESERVE	275	275	275	0	550	413	413	275	0	272	272	272	3291
19660 PAINTING-INTERIOR RES	184	184	184	0	368	276	276	184	0	202	202	202	2262
19714 CONCRETE REPAIR RESERVE	4097	4097	4097	0	8194	6146	6146	4097	0	2100	2100	2100	43173
19803 GENERAL RESERVE INTEREST	37749	37186	41353	25685	18485	13701	72731	43605	41299	28496	31274	28263	419826
19820 ROOF RESERVE	70521	70521	70521	0	141042	105782	105782	70521	0	70032	70032	70032	844785
19822 POOL/SPA RESERVE	2751	2751	2751	0	5502	4127	4127	2751	0	2700	2700	2700	32859
19827 FENCING RESERVE	4935	4935	4935	0	9870	7403	7403	4935	0	6585	6585	6585	64170
19833 IRRIGATION RESERVE	10477	10477	10477	0	20954	15716	15716	10477	0	15614	15614	15614	141135
19846 SIGN RESERVE	370	370	370	0	740	555	555	370	0	581	581	581	5073
19878 PAVING RESERVE	11628	11628	11628	0	23256	17442	17442	11628	0	10820	10820	10820	137112
19899 RESERVE STUDY	166	166	166	0	332	249	249	166	0	152	152	152	1950
L19833 OUTDOOR EQUIPMENT RSRV	5	5	5	0	10	8	8	5	0	4	4	4	57
L19835 PAINTING EXTERIOR RESERVE	13496	13496	13496	0	26992	20244	20244	13496	0	12308	12308	12308	158388
L19836 STRUCTURAL REPAIRS RSRV	41002	567790	41002	0	82004	61503	61503	41002	0	37367	37367	37367	1007907
N19611 UNDERGROUND UTILITY REPR RSV	1395	1395	1395	0	2790	2093	2093	1395	0	2533	2533	2533	20154
N19691 POLE LIGHT REPR RSV	618	2278	618	0	1236	927	927	618	0	578	578	578	8956
N19717 CLBHOUSE REMODEL INTERIOR RENO	3001	3001	3001	0	6002	4502	4502	3001	0	2945	2945	2945	35844
N19830 MISCELLANEOUS RSV	434	434	434	0	868	651	651	434	0	204	204	204	4518
N19974 COMMON TENNIS CRT RSV	1312	1312	1312	0	2624	1968	1968	1312	0	1339	1339	1339	15825
N19975 GROUNDS RSV	10477	10477	10477	0	20954	15716	15716	10477	0	15614	15614	15614	141135
N19982 TREE REM/ ANNL MAINT RSV	10477	10477	10477	0	20954	15716	15716	10477	0	15614	15614	15614	141135
TOTAL RESERVE CONTRIBUTION	225370	753255	228974	25685	393727	295133	354162	231226	41299	226060	228838	225827	3229555
AVAILABLE OPERATING REVENUE	188228	156785	137967	375840₉	-60650	40878	52818	174384	368744	245750	170714	176560	2028017

NEPENTHE ASSOCIATION
INCOME STATEMENT FOR 12 MONTHS ENDING
04/30/2024

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL	
OPERATING EXPENSES														
UTILITIES														
15101	ELECTRICITY	2814	2815	3254	3790	6309	1289	4034	3422	3589	3891	7284	0	42492
15102	GAS	1016	1332	1209	335	509	1679	2941	2697	2569	2521	1928	1372	20108
15103	REFUSE COLLECTION	951	2724	111	64	85	90	95	486	776	1110	690	1007	8190
15105	TELEPHONE EXPENSE	164	164	164	164	164	164	164	164	164	164	164	164	1971
15106	WATER	5398	5267	4291	5382	965	8038	5424	4875	6088	7125	5055	6012	63920
15155	INTERNET EXPENSE	596	596	626	627	599	627	627	627	627	637	637	637	7461
	TOTAL UTILITIES	10940	12898	9655	10361	8632	11886	13286	12270	13814	15448	15758	9192	144141
LAND MAINTENANCE														
15500	CONTRACT LANDSCAPE SERVICE	45100	55300	45100	45100	45100	45100	45100	45100	0	97760	48880	48880	566520
15511	BACKFLOW DEVICE TEST	0	0	0	0	0	7524	0	0	0	3000	0	0	10524
	TOTAL LAND MAINTENANCE	45100	55300	45100	45100	45100	52624	45100	45100	0	100760	48880	48880	577044
COMMON AREA														
16020	CONTRACT POOL/SPA SERVICE	3525	3375	3375	3525	3675	3675	3525	3375	3675	3375	3075	3225	41400
16022	POOL EQUIPMENT REPAIR	0	235	0	0	0	0	0	0	0	0	0	0	235
16027	POOL INSPECTION	1675	0	0	0	0	0	0	0	0	0	659	1919	4253
18457	PLUMBING REPAIR	0	0	0	0	0	0	625	0	0	0	0	300	925
18501	EXPENSES TO BE REIMBURSED	0	0	0	0	0	0	0	0	-360	0	-1350	0	-1710
18524	MATERIAL SUPPLIES	533	972	1552	677	1263	0	2231	347	636	576	751	1146	10682
18526	PEST CONTROL	0	600	150	350	0	1507	150	0	365	0	355	65	3542
18531	JANITORIAL SERVICE	4980	2490	2490	3290	0	2959	6041	0	4980	3470	3940	2490	37130
18532	JANITORIAL SUPPLIES	423	0	0	0	0	0	0	0	1013	0	12	166	1614
18534	FIRE EXTINGUISHER SERVICE	0	0	0	179	0	0	0	0	0	225	193	182	780
18544	LIGHT REPAIRS	0	0	0	0	0	0	0	0	0	0	0	355	355
18564	SPECIAL SECURITY	-136	0	0	0	0	0	0	0	0	0	0	0	-136
18579	PATROL SERVICE	381	498	551	0	623	545	467	1144	634	1304	0	696	6843
18736	GUTTER & DOWNSPOUT CLEANING	185	2430	945	0	0	32456	0	0	32456	27588	0	27588	123648
18767	REPAIR & MAINTENANCE	1141	6104	0	325	1791	4397	6436	5337	2502	5979	4768	5170	43949
18771	BACKFLOW DEVICE TEST	0	0	0	0	0	0	0	0	0	0	96	0	96
18905	KITCHEN SUPPLIES	0	109	234	0	169	0	0	0	219	88	0	0	819
18986	FITNESS CONTRACT	0	180	0	0	289	0	0	0	256	0	228	0	954
	TOTAL COMMON AREA	12706	16993	9297	8346	7810	45539	19475	10202	46377	42604	12728	43303	275379
MANAGEMENT/ON-SITE ADMIN EXP														
18001	COMMUNITY WEBSITE	438	0	150	150	150	150	150	150	150	1230	249	150	3117

NEPENTHE ASSOCIATION
INCOME STATEMENT FOR 12 MONTHS ENDING
04/30/2024

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	TOTAL
18003 COMMUNITY EVENTS/PROGRAMS	-320	507	0	72	0	91	0	897	470	97	45	105	1964
19109 CONTRACT MANAGEMENT	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	93600
19010 PENDING P-CARD EXPENSE	393	0	-393	0	0	426	-426	0	0	0	0	0	0
19101 CPA SERVICES	240	0	0	0	0	0	0	0	0	0	2105	0	2345
19104 FEDERAL TAX EXPENSE	0	0	44079	0	0	0	0	0	0	0	0	89961	134040
19105 FRANCHISE TAX BOARD	0	0	17679	0	0	0	0	0	0	0	0	19205	36884
19106 TAXES & LICENSES	0	0	0	0	0	0	1260	0	0	0	0	0	1260
19108 GENERAL COUNSEL SERVICE	0	0	0	14796	1665	495	2981	3264	11181	0	11217	4500	50099
19111 MANAGEMENT REIMBURSABLE	6312	3610	3610	3610	925	3610	6294	925	3620	7604	3610	3610	47337
19112 POSTAGE, ON-SITE	0	0	0	0	86	0	40	0	0	79	0	57	261
19117 DUES & PUBLICATIONS	0	0	0	0	0	0	0	0	0	0	600	0	600
19119 BANK FEES	35	35	35	35	35	35	35	35	55	35	35	35	440
19124 ON-SITE STAFF	17384	8179	17237	26663	26017	7269	21827	14038	0	23825	29769	7057	199265
17209 PAYROLL PROCESSING FEES	520	520	520	520	520	1040	520	1040	0	520	520	520	6760
19126 DELINQUENCY MONITORING	-2138	-1584	-1129	-1651	-346	-1041	-974	-2564	-440	-671	-2633	-750	-15921
19132 OPERATING CONTINGENCY	0	2545	0	0	0	0	0	491	0	0	0	0	3037
19143 LEGAL-COLLECTIONS	0	0	-321	197	4142	0	-512	739	0	0	0	0	4246
19172 ACCOUNTING REIMBURSABLES	713	375	359	326	0	340	671	0	389	1141	467	374	5155
19174 AMS COLLECTION EXPENSE	172	-735	170	-923	0	-423	493	-908	781	737	-1260	880	-1014
19178 PROPERTY TAX	0	0	0	114	0	0	785	0	0	0	0	0	899
19247 PAYROLL TAXES & BENEFITS	8667	4444	8926	13508	11684	3859	10361	6883	0	11997	13851	3783	97963
19295 ON-SITE OFFICE SUPPLIES	255	886	607	26	262	127	605	231	482	480	222	157	4339
19382 COPIER LEASE	0	0	278	482	1064	0	2511	482	447	0	654	718	6636
TOTAL MANAGEMENT/ON-SITE ADM	40472	26582	99609	65725	54004	23777	54420	33504	24934	54873	67250	138160	683310
INSURANCE													
19107 INSURANCE	11370	11370	11370	11370	0	32443	7559	16221	16221	16221	16221	16221	166590
DC1930 FLOOD INSURANCE	49429	31467	31467	31467	31467	31467	31467	-22167	56505	29105	29105	29105	359884
TOTAL INSURANCE	60799	42837	42837	42837	31467	63910	39026	-5946	72726	45326	45326	45326	526474
TOTAL OPERATING EXPENSES	170017	154611	206498	172369	147013	197735	171306	95131	157851	259012	189942	284861	2206347
<i>NET INCOME/(LOSS)</i>	<i>18211</i>	<i>2216</i>	<i>-68531</i>	<i>203470</i>	<i>-207663</i>	<i>-156858</i>	<i>-118489</i>	<i>79212</i>	<i>210893</i>	<i>-13261</i>	<i>-19228</i>	<i>-108301</i>	<i>-178330</i>