

NEPENTHE ASSOCIATION

Open Session

Nepenthe Clubhouse
May 7 2025 – 6:00 PM



NEPENTHE ASSOCIATION

Open Session

May 7, 2025 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=aW5pSXZtZXZnNW1INIBVbE9Qd2pIZz09>

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 6, 2025 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 during the May 6th meeting:

III. REPORTS

A. GENERAL MANAGER'S REPORT

Nicole Marks, General Manager, has submitted the enclosed work order report for April 2025 (Open Work Orders as of 05.01.25) and will provide the Management Report verbally.

Supporting Documents

[!\[\]\(a03a7eb2f4046e1d3c76772003e549ea_img.jpg\) *Open Work Orders as of 05.01.25.pdf* 8](#)

B. CONSTRUCTION MANAGER'S REPORT

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

Supporting Documents

[!\[\]\(5361750c22c4e047a52f4eac1ec2d4cc_img.jpg\) *Nepenthe Report April 2025 - Google Docs.pdf* 32](#)

[!\[\]\(870f5d5e9c0d57485634be3ecf52f3ca_img.jpg\) *Nepenthe 4 18 2 Change Order Log Updated REVISED 4.pdf* 48](#)

IV. COMMITTEE UPDATES

A. ARCHITECTURAL COMMITTEE

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

Proposed Resolution

The Board affirms the committee's recommendations below:

Address	Modification	Recommendation
700 Dunbarton	Handrail	Expired application, close until homeowner follows up with additional information
203 Elmhurst	HVAC	Emergency Approval
202 Dunbarton	Patio Structure	Approval Not Recommended

Supporting Documents

[!\[\]\(28f72b996fc97883dfd9d4e8b1b16b4e_img.jpg\) *2025-04-03 ARC Minutes.docx* 57](#)

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

[!\[\]\(1ed10657a19f9137278430c48fd18626_img.jpg\) *Nepenthe Outreach committee minutes April 2025.pdf* 60](#)

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

[!\[\]\(2885535958616e9ec6b97903614c334b_img.jpg\) *ILS Committee Meeting minutes 4-16-2025.docx* 63](#)

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

 [*FINAL April 17 Grounds Committee Meeting Minutes.p.pdf*](#) 66

E. FINANCE COMMITTEE

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

Supporting Documents

 [*Nepenthe Finance Committee April 2025 FINAL.pdf*](#) 74

 [*Finance Committee Slides 042125.pdf*](#) 76

 [*Reserve Tracker Analysis EOY 2024 April 2025 Meeti.pdf*](#) 79

F. NOMINATING/ELECTION COMMITTEE

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

V. HOMEOWNER CORRESPONDENCE

A. HOMEOWNER CORRESPONDENCE - 05.07.25

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

Supporting Documents

 [*Letter to the Board - Peter Pelkofer.pdf*](#) 81

 [*Letter to the Board - Andrew Barrios.docx*](#) 88

B. HOMEOWNER COMMENT/CORRESPONDENCE FOLLOW UP - 04.02.25

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

 [*RESPONSES TO APRIL 2025 OPEN MEETING - FINAL.pdf*](#) 90

VI. CONSENT CALENDAR

Background

In an effort to expedite the board meetings, Management has placed several business items on a Consent Calendar. Please review the items prior to the meeting so that you may have your questions answered in advance.

Proposed Resolution

The Board approves Consent Calendar Items A-C as presented.

 Action Required: Board Review & Resolution

A. OPEN SESSION MINUTES - APRIL 2, 2025

Proposed Resolution

The Board approves the Open Session Minutes dated April 2, 2025 as presented.

Supporting Documents

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

B. FINANCIAL STATEMENT - MARCH 2025

Proposed Resolution

The Board accepts the Association's income statement for March 2025 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 \$62,688.67 and year-to-date reserve funding of \$536,962.80 compared to the year-to-date reserve funding budget of \$520,440. The actual year-to-date operating expenses were \$754,354.51. The budgeted year-to-date operating expenses were \$730,410. The association has \$195,265.96 in operating funds, which represents 0.47 months of budgeted expenses and reserve contributions. The association has \$8,174,185.82 in reserve funds.

Supporting Documents

C. RECORD LIEN RESOLUTION

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
4/11/25	2058-02	\$3,094.68		
4/11/25	2079-04	\$2,783.55		
4/11/25	2426-01	\$2,395.56		

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

VII. NEW BUSINESS

A. REVISED GUIDELINES AND COMMUNITY RULES

Background

With the help of the Architectural Committee, the following rules/applications have been revised:

1. Community Rules
2. Rules for Home Improvement
3. Home Improvement Application
4. Notice of Completion

5. HVAC Application Questionnaire
6. Satellite/Antenna/Cable Installation Letter
7. Window Slider Replacement Questionnaire
8. Improvements Needing Permission

If approved, they will go out for 28-day review/comment period by the membership. Once 28 days have passed, the Board can adopt the guidelines/applications as policy. If any changes are made to the guidelines after receiving member feedback, the documents would need to be sent out again to the membership for the 28-day review.

Proposed Resolution

The Board approves or denies the proposed revisions to the above/attached 8 documents and authorizes Management to distribute the revisions to the membership via general delivery for the required 28-day comment period as stated per Civil Code 4360.

Supporting Documents

 1. 2025 Community Rules - April 2025.pdf	112
 2. Rules for Home Improvement - April 2025.pdf	141
 3. Home Improvement Application - April 2025.pdf	177
 4. Notice of Completion - April 2025.pdf	180
 5. HVAC Application Questionnaire - April 2025.pdf	182
 6. Satellite-Antenna-Cable Installation Letter - A.pdf	185
 7. Window-Slider Replacement Supplemental Question.pdf	189
 8. Improvements Needing Permission - April 2025.pdf	192

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

B. TENNIS COURT RESERVATION SIGN

Background

Management received feedback from residents of the community that they wish to have a tennis court reservation sign installed, similar to Campus Commons. A photo has been included in the packet for reference.

Proposed Resolution

The Board approves or denies the authorization for Management to receive bids for the installation of a tennis court reservation sign at the Main Clubhouse.

Supporting Documents

 Tennis Court Image - Campus Commons.jpg	194
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► **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 June 4, 2025, at 6:00 pm.

X. ADJOURN

Open Work Orders as of 05.01.25.pdf



Work Orders Nepenthe Association

WO#: 1280927		Status: Open		Progress Code: Request Sent	
Unit/Common Area: 722 Elmhurst Cir				Category: Landscape Request	
Date Created: 05/01/2025		Date Completed:		Vendor: Nepenthe Grounds Committee	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:		Grounds Committee - Homeowner is allergic to bees and the bottlebrush trees outside of her unit attract them. She would like them removed and replaced with something else that does not attract bees.			
History Items:		Date:	Type:	Description:	
		05/01/2025	Owner Call	5.1.2025 - Homeowner request for Grounds Committee	
WO#: 1280915		Status: Open		Progress Code: Request Sent	
Unit/Common Area: Clubhouse				Category: Electrical	
Date Created: 05/01/2025		Date Completed:		Vendor: RIVER CITY ELECTRIC	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:		River City Electric - AC stopped working in office. HVAC Tech came out and stated the service panel is not receiving accurate voltage. Issues with breaker.			
History Items:		Date:	Type:	Description:	
		05/01/2025	Work Order Update	5.1.2025 - HVAC Tech reports issue with breaker.	
WO#: 1280747		Status: Open		Progress Code: Request Sent	
Unit/Common Area: 1461 University Ave				Category: Gate - Back Gate	
Date Created: 04/30/2025		Date Completed:		Vendor: Critical Path Reconstruction Inc	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:		CPR - Homeowner states gate has fallen, would like someone to come repair it.			
History Items:		Date:	Type:	Description:	
		04/30/2025	Owner Call	4.30.2025 - Homeowner needs gate repairs.	



Work Orders
Nepenthe Association



Work Orders

Nepenthe Association

WO#: 1280686		Status: Open		Progress Code: Request Sent	
Unit/Common Area: 2269 Swarthmore Dr				Category: Gutter	
Date Created: 04/30/2025		Date Completed:		Vendor: ADVANCED ROOF DESIGN INC	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:	Advanced Roof Design - "2269. Swarthmore has two gutters that appear to be damaged and rusty. Check to see if both need to be replaced."				
History Items:	Date:	Type:	Description:		
	04/30/2025	Vendor Call	4.30.2025 - Gutter replacements needed before siding replacement.		
WO#: 1280630		Status: Open		Progress Code: Request Sent	
Unit/Common Area: 15 Colby Ct				Category: Roof	
Date Created: 04/30/2025		Date Completed:		Vendor: ADVANCED ROOF DESIGN INC	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:	Advanced Roof Design - Homeowner would like moss removed from roof.				
History Items:	Date:	Type:	Description:		
	04/30/2025	Owner Call	4.30.2025 - Homeowner requests moss removal.		
WO#: 1280613		Status: Open		Progress Code: Request Sent	
Unit/Common Area: 514 Dunbarton Cir				Category: Drainage	
Date Created: 04/30/2025		Date Completed:		Vendor: ADVANCED ROOF DESIGN INC	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:	Advanced Roof Design - "Our roof gutter in courtyard is not functioning correctly. Water is draining down siding onto patio above sliding glass door. 2nd service request submitted for same issue."				
History Items:	Date:	Type:	Description:		
	04/30/2025	Work Order Update	4.30.2025 - Work Order assigned to Advanced Roof Design		



Work Orders Nepenthe Association

WO#: 1280596		Status: Open		Progress Code: Request Sent	
Unit/Common Area: 2264 Swarthmore Dr				Category: Gutter	
Date Created: 04/30/2025		Date Completed:		Vendor: ADVANCED ROOF DESIGN INC	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:		Advanced Roof Design - Gutter on the back of the garage needs to be replaced.			
History Items:		Date:	Type:	Description:	
		04/30/2025	Owner Call	4.30.2025 - Requesting gutter be replaced before siding replacement.	
WO#: 1280575		Status: Open		Progress Code: Request Sent	
Unit/Common Area: 1106 Dunbarton Cir				Category: Fences	
Date Created: 04/30/2025		Date Completed:		Vendor: Critical Path Reconstruction Inc	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:		CPR please check patio fence for loose boards. Thanks			
History Items:		Date:	Type:	Description:	
WO#: 1280566		Status: Open		Progress Code: Request Sent	
Unit/Common Area: 1001 Dunbarton Cir				Category: Siding	
Date Created: 04/30/2025		Date Completed:		Vendor: Critical Path Reconstruction Inc	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:		CPR Please inspect the siding, gates and fence at 1001 and 1003 Dunbarton, also that the building is painted the right color. Provide office the update so we can sign off on these units. Thanks			
History Items:		Date:	Type:	Description:	



Work Orders Nepenthe Association

WO#: 1280559	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1001 Dunbarton Cir		Category:	Roof Inspection
Date Created: 04/30/2025	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description: Advance Roof please inspect the roof of 1001 and 1003 Dunbarton and send an email that there is no damage Thanks			
History Items: Date: Type: Description:			
WO#: 1280454	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1324 Vanderbilt Way		Category:	Landscape Request
Date Created: 04/29/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description: Carson - Homeowner states he is chemically sensitive, so he would like if the spray techs for the fertilize application on 4.29.2025 would not spray close to his front door.			
History Items: Date: Type: Description:			
04/29/2025 Owner Call 4.29.2025 - homeowner requesting no spraying near front door.			
WO#: 1280388	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 2252 Swarthmore Dr		Category:	Landscape
Date Created: 04/29/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description: Carson 2252 Swarthmore need the common area hedge removed from alongside the garage wall			
History Items: Date: Type: Description:			



Work Orders Nepenthe Association

WO#: 1280368		Status: Open		Progress Code: Request Sent	
Unit/Common Area: 1131 Vanderbilt Way				Category: Wires/Vine Attachments	
Date Created: 04/29/2025		Date Completed:		Vendor: Critical Path Reconstruction Inc	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:	CPR - Homeowner noticed a cable was "ripped out" after the siding repairs. He would like the cable to be put back the way it was originally.				
History Items:	Date:	Type:	Description:		
	04/29/2025	Owner Call	4.29.2025 - Homeowner requesting wire be put back.		
WO#: 1280345		Status: Open		Progress Code: Request Sent	
Unit/Common Area: 2262 Swarthmore Dr				Category: Landscaping	
Date Created: 04/29/2025		Date Completed:		Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:	Carson Remove the hedges from in front of the gate by the garage for siding repair				
History Items:	Date:	Type:	Description:		
WO#: 1280273		Status: Open		Progress Code: Request Sent	
Unit/Common Area: 320 Elmhurst Cir				Category: Landscape Request	
Date Created: 04/29/2025		Date Completed:		Vendor: Nepenthe Grounds Committee	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:	Grounds Committee - In the alley way for 320 Elmhurst there is lots of bare dirt, not much irrigation, and the rocks/bark previously placed have mostly been removed. The homeowner would like the area to meet the standard of the rest of the community.				
History Items:	Date:	Type:	Description:		
	04/29/2025	Owner Call	4.29.2025 - Homeowner request for the grounds committee.		



Work Orders Nepenthe Association

WO#: 1280122		Status: Open		Progress Code: Request Sent	
Unit/Common Area: 2271 Swarthmore Dr				Category: Gutter	
Date Created: 04/28/2025		Date Completed:		Vendor: ADVANCED ROOF DESIGN INC	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:		Advanced Roof Design - "2271 sophomore has two gutters on the front that appear to be loose and rusted out. Check to see if they need to be replaced."			
History Items:		Date:		Type:	
		04/28/2025		Owner Call	
		Description: 4.28.2025 - Vendor reported loose and rusted gutters.			
WO#: 1280070		Status: Open		Progress Code: Request Sent	
Unit/Common Area: 2315 Swarthmore Dr				Category: Gate - Back Gate	
Date Created: 04/28/2025		Date Completed:		Vendor: Critical Path Reconstruction Inc	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:		CPR - "Gate is falling apart with dry rot and cant even open it now. This is the second request on this problem. First time fix was to renew slot on. It is standing by the gate."			
History Items:		Date:		Type:	
		04/28/2025		Owner Call	
		Description: 4.28.2025 - Homeowner reports gate issues.			
WO#: 1280065		Status: Open		Progress Code: Received	
Unit/Common Area: 1197 Vanderbilt Way				Category: Landscape Request	
Date Created: 04/28/2025		Date Completed:		Vendor: Nepenthe Grounds Committee	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:		Grounds Committee - "Repair area in front of the front room window. It is all dirt and needs shade ground cover. Also the rhododendron needs to be shaped up.			
History Items:		Date:		Type:	
		04/28/2025		Owner Call	
		Description: 4.28.2025 - Homeowner request for Grounds Committee.			



Work Orders Nepenthe Association

WO#: 1280048		Status: Open		Progress Code: Request Sent	
Unit/Common Area: 603 Elmhurst Cir				Category: Roof	
Date Created: 04/28/2025		Date Completed:		Vendor: ADVANCED ROOF DESIGN INC	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:		Advanced Roof Design - "Found some roof damage on unit 603 Elmhurst. Plywood looks dryrot and big gap between gutter and roof. "			
History Items:		Date:	Type:	Description:	
		04/28/2025	Vendor Call	4.28.2025 - CPR Reported roof damage	
WO#: 1280046		Status: Open		Progress Code: Pending Board Decision	
Unit/Common Area: 712 Elmhurst Cir				Category: Irrigation	
Date Created: 04/28/2025		Date Completed:		Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:		Carson - "There appears to be an irrigation leak in front of the house. There is standing water. Also, the lawn and landscaping nearby are dying and do not appear to get water."			
History Items:		Date:	Type:	Description:	
		04/28/2025	Owner E-mail	4.28.2025 - Homeowner reported irrigation issues.	
WO#: 1279323		Status: Open		Progress Code: Request Sent	
Unit/Common Area: 2258 Swarthmore Dr				Category: Gutter	
Date Created: 04/22/2025		Date Completed:		Vendor: ADVANCED ROOF DESIGN INC	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:		Advanced Roof Design - "This gutter is loose at the roof. It would be best if the roofer came out checked it and reattached it."			
History Items:		Date:	Type:	Description:	



Work Orders Nepenthe Association

WO#: 1279321	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 2254 Swarthmore Dr		Category:	Down spout
Date Created: 04/22/2025	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Assigned To:	Phone:	Fax:	
Description: Advanced Roof Design - "2254 Swarthmore, down spout has come loose. At the second floor roof on the South wall it looks like the gutter is short, can you have the roofer check it and make sure that the flashings are in good condition."			
History Items:	Date:	Type:	Description:
WO#: 1278894	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1003 Dunbarton Cir		Category:	Handyman
Date Created: 04/21/2025	Date Completed:	Vendor:	ELITE Service Experts
Schedule Completion Date:			
Assigned To:	Phone:	Fax:	
Description: Elite - Tighten the mailbox of 1003 Dunbarton to the post.			
History Items:	Date:	Type:	Description:
	04/21/2025	Owner Call	4.21.2025 - Homeowner requesting mailbox adjustment.
WO#: 1278151	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 12 Adelphi Ct		Category:	Landscape Request
Date Created: 04/16/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Assigned To:	Phone:	Fax:	
Description: Grounds Committee - "I am requesting remediation of a condition that has lasted over two years. For years, I have had 6 plants in front of my home. One by one they died and were removed by Carson but never replaced. These plants died due to lack of maintenance and irrigation. Photos are attached. I am requesting replacement plants. I am also requesting irrigation maintenance so this does not happen again. PLEASE DO NOT PLANT AZALEAS, CAMELLIAS, OR NADINAS AS THEY WILL NOT THRIVE IN THIS LOCATION."			
History Items:	Date:	Type:	Description:
	04/16/2025	Owner Call	4.16.2025 - Homeowner presents request for Grounds Committee



Work Orders Nepenthe Association

WO#: 1278088		Status: Open		Progress Code: Received	
Unit/Common Area: Clubhouse				Category: Handyman	
Date Created: 04/15/2025		Date Completed:		Vendor: ELITE Service Experts	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:		Elite - Light next to the front door in the clubhouse is out. Need to order a bulb, or order new light fixtures.			
History Items:		Date:	Type:	Description:	
		04/15/2025	Work Order Update	4.15.2025 - Office requesting light checks.	
WO#: 1278001		Status: Open		Progress Code: Request Sent	
Unit/Common Area: Clubhouse				Category: Handyman	
Date Created: 04/15/2025		Date Completed:		Vendor: ELITE Service Experts	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:		Elite - Please shampoo the carpets in the clubhouse.			
History Items:		Date:	Type:	Description:	
		04/15/2025	Work Order Update	4.15.2025 - Office requesting carpet cleaning.	
WO#: 1277915		Status: Open		Progress Code: Request Sent	
Unit/Common Area: 2265 Swarthmore Dr				Category: Landscape Request	
Date Created: 04/15/2025		Date Completed:		Vendor: Nepenthe Grounds Committee	
Schedule Completion Date:					
Assigned To:		Phone:		Fax:	
Description:		Grounds Committee - "Please remove and replant area in front of the house, between house, and half wall."			
History Items:		Date:	Type:	Description:	
		04/15/2025	Owner Call	4.15.2025 - Homeowner submitting request for grounds committee.	



Work Orders Nepenthe Association

WO#: 1277663	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Landscape		Category:	Irrigation
Date Created: 04/14/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	Phone:	Fax:	
Description: We received a notice from the City of Sacramento of a possible irrigation leak. The location they provided was 0 Commons. I have attached a screenshot of the parcel viewer to show the location. The yellow outline shows the area of the possible leak. Please advise of any repairs needed.			
History Items:	Date:	Type:	Description:
	05/01/2025	Work Order Update	05.01.25 - Carson evaluated the area for an irrigation leak and none was found. Put a request in with the city to provide an investigation, submitted with 311. Case # 250501-3012760
WO#: 1277594	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 806 Dunbarton Cir		Category:	Landscape Replacement
Date Created: 04/14/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Assigned To:	Phone:	Fax:	
Description: Grounds Committee - 1) Dead azalea behind pony wall. Please remove and replace with new. 2) decorative grasses removed last fall. Just mud now Please replace with something!			
History Items:	Date:	Type:	Description:
WO#: 1277240	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1485 University Ave		Category:	Concrete
Date Created: 04/10/2025	Date Completed:	Vendor:	
Schedule Completion Date:			
Assigned To:	Phone:	Fax:	
Description: Unassigned - "My front step to front door is all cracked + breaking apart. I feel it is a liability if someone were to trip on it. Would like it replaced please."			
History Items:	Date:	Type:	Description:
	04/10/2025	Owner Call	4/4/2025 - Homeowner requesting front step be repaired.



Work Orders Nepenthe Association

WO#: 1277237	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1485 University Ave		Category:	Landscape Request
Date Created: 04/10/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description: Grounds Committee - "Dead shrubbery was removed between 1479/1485 garage way. Was told it would be replaced. Still has not. Would like replaced."			
History Items:	Date:	Type:	Description:
	04/10/2025	Owner Call	4.10.2025 - Homeowner request for Grounds Committee
WO#: 1276731			
Status: Open		Progress Code:	Request Sent
Unit/Common Area: 808 Elmhurst Cir		Category:	Concrete
Date Created: 04/08/2025	Date Completed:	Vendor:	BREAULT ASPHALT MAINTENANCE
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description: Breault Asphalt - A homeowner reported a trip hazard at 808 Elmhurst. Could you please provide us with a proposal for the concrete work.			
History Items:	Date:	Type:	Description:
	04/08/2025	Owner Call	4.8.2025 - Homeowner reported trip hazard.
WO#: 1276722			
Status: Open		Progress Code:	Request Sent
Unit/Common Area: 202 Dunbarton Cir		Category:	Landscape Request
Date Created: 04/08/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description: Grounds Committee - "The front yard at this residence is not as well landscaped as other yards. Some yards are very manicured with plants and rocks as well as ivy. This yard has an overabundance of ivy that is not well kept. It is full of the dead matter from the large surrounding trees. The dead matter is not extracted but blown into the ivy which stunts the ivy growth and looks messy. The yard always look like it need maintenance. I would like the large rocks in the yard near the front window to be removed and plants and rocks added as in other yards. I would be happy to do this myself and mirror the materials that have been installed in other yards if you will allow me to do so."			



Work Orders

Nepenthe Association

History Items:	Date:	Type:	Description:
	04/24/2025	Work Order Update	04.25.25 - In the Grounds Committee meeting on 04.17.25 - recommended Carson goes and inspects the irrigation in this area, and clear out the debris from the yard. WO was created, WO#1279670. Leaving this work order open as Grounds Committee believes they might be a good candidate for supplemental planting
WO#: 1276712	Status: Open		Progress Code: Pending Proposal
Unit/Common Area: 718 Elmhurst Cir		Category: Landscape Request	
Date Created: 04/08/2025	Date Completed:		Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description:	Grounds Committee - "Several months ago this plan died and was removed by Carson. However, there has not been any replacement. We are watering an empty spot."		
History Items:	Date:	Type:	Description:
	04/08/2025	Owner Call	4.8.2025 - Homeowner request for Grounds Committee.
	04/23/2025	Work Order Update	04.23.25 - Grounds committee provided approved recommendation at April board meeting. Management to request proposal from Carson for recommendation.
WO#: 1276121	Status: Open		Progress Code: Pending Proposal
Unit/Common Area: 1269 Vanderbilt Way		Category: Landscape Request	
Date Created: 04/03/2025	Date Completed:		Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description:	Grounds Committee - Homeowner would like some plants added to the patch area where there is nothing. Also would like the dead hedge to be removed and replaced.		
History Items:	Date:	Type:	Description:
	04/03/2025	Owner Call	4.3.2025 - Homeowner has request for grounds committee.
	04/23/2025	Work Order Update	04.23.25 - Grounds committee provided approved recommendation at April board meeting. Management to request proposal from Carson for recommendation.



Work Orders Nepenthe Association

WO#: 1276072		Status: Open		Progress Code:		Request Sent	
Unit/Common Area: Zone 6 Landscape				Category:		Irrigation	
Date Created: 04/03/2025		Date Completed:		Vendor:		*FRANK CARSON LANDSCAPE & MAINTENANCE INC.	
Schedule Completion Date:							
Assigned To:		Phone:		Fax:			
Description:		The Board approved the Zone 6 (Controller F) irrigation proposal, not to exceed \$9,535. Signed proposal is attached.					
History Items:		Date:		Type:		Description:	
WO#: 1276066		Status: Open		Progress Code:		Request Sent	
Unit/Common Area: Zone 7 Landscape				Category:		Irrigation	
Date Created: 04/03/2025		Date Completed:		Vendor:		*FRANK CARSON LANDSCAPE & MAINTENANCE INC.	
Schedule Completion Date:							
Assigned To:		Phone:		Fax:			
Description:		The Board approved proposal for Zone 7 (Controller G) repairs not to exceed \$5,000. Signed proposal is attached.					
History Items:		Date:		Type:		Description:	
WO#: 1274262		Status: Open		Progress Code:		Pending Proposal	
Unit/Common Area: 1221 Vanderbilt Way				Category:		Landscape Request	
Date Created: 03/25/2025		Date Completed:		Vendor:		*FRANK CARSON LANDSCAPE & MAINTENANCE INC.	
Schedule Completion Date:							
Assigned To:		Phone:		Fax:			
Description:		Grounds Committee - "Please remove box hedge (A) along side of garage. The Hedge brushes against the siding, requires pruning, and is straggly with dead branches. Replace hedge with dianella revolta "allyn-citation plants"."					
History Items:		Date:		Type:		Description:	
		03/25/2025		Owner Call		3.25.2025 - Homeowner requesting landscape changes.	



Work Orders

Nepenthe Association

04/23/2025		Work Order Update	04.23.25 - Grounds committee provided approved recommendation at April board meeting. Management to request proposal from Carson for recommendation.
WO#: 1272982		Status: Open	Progress Code: Pending Proposal
Unit/Common Area: 814 Elmhurst Cir			Category: Landscape Request
Date Created: 03/17/2025	Date Completed:		Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description:	Grounds Committee - "The front area outside my patio between the fence and redwood trees is bare ground. I'm requesting the installation of 5 Cistus Cobariensis (Little Miss Sunshine). They grow to 2ft tall and spread 4ft wide. Also 4 Cool Vista Dianella. They grow 3ft tall and 3ft wide. See attached diagram. This area is used as a shortcut across the lawn through the planting area to the alleyway bypassing the walkway. I'm hopeful the plants will not only beautify the area, but will deter people from using it as a shortcut."		
History Items:	Date:	Type:	Description:
	03/17/2025	Owner Call	3.17.2025 - Request for Grounds Committee.
	04/23/2025	Work Order Update	04.23.25 - Grounds committee provided approved recommendation at April board meeting. Management to request proposal from Carson for recommendation.
WO#: 1271954		Status: Open	Progress Code: Scheduled
Unit/Common Area: 616 Elmhurst Cir			Category: Siding
Date Created: 03/10/2025	Date Completed:		Vendor: Critical Path Reconstruction Inc
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description:	CPR - Motion detector light was taken off during siding and fencing repairs and the homeowner is asking that it be reattached. Says she spoke with Brian about it.		
History Items:	Date:	Type:	Description:
	03/10/2025	Owner Call	3.10.2025 - Homeowner requested motion light be reattached.
	03/26/2025	Work Order Update	03.26.25 - Brian has appointment scheduled in April with owner to reattach light
	04/09/2025	Work Order Update	04.09.25 - Bought new light for owner, just waiting for it to arrive through Amazon and will install per Brian



Work Orders

Nepenthe Association

WO#: 1271847	Status: Open	Progress Code: Received
Unit/Common Area: 1425 Commons Dr		Category: Landscape Request
Date Created: 03/07/2025	Date Completed:	Vendor: Nepenthe Grounds Committee
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Turkeys are making a mess around our yard/walkway in our alley, we would like rocks bordering the walkway to stop the spread of dirt and mulch on our walkway.		
History Items:	Date:	Type: Description:
WO#: 1270502	Status: Open	Progress Code: Received
Unit/Common Area: 810 Dunbarton Cir		Category: Landscape
Date Created: 02/27/2025	Date Completed:	Vendor: Nepenthe Grounds Committee
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Plant year-round (perennial) plants/flowering plants in flowerbed near front door. (note: this area gets hot afternoon sun). Add mulch/bark to flowerbed near front door. Right now it is bare dirt		
History Items:	Date:	Type: Description:
WO#: 1269028	Status: Open	Progress Code: Pending Proposal
Unit/Common Area: 1213 Vanderbilt Way		Category: Landscape Request
Date Created: 02/19/2025	Date Completed:	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:		
Assigned To:	Phone:	Fax:
Description: Grounds Committee - "The magnolia nigra tree that was planted in front of my residence about 3 to 4 months ago was stolen approximately 6 weeks ago. I'm requesting a replacement tree asap so that I might have shade one day soon." Requesting replacement with Oklahoma redbud		
History Items:	Date:	Type: Description:
	02/19/2025	Owner Call
	04/23/2025	Work Order Update
		2.19.2025 - Homeowner submitted grounds request for the Board.
		04.23.25 - Grounds committee provided approved recommendation at April board meeting. Management to request proposal from Carson for recommendation.

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Work Orders

Nepenthe Association

WO#: 1262816	Status: Open		Progress Code: In-Progress
Unit/Common Area: Landscape			Category: Landscape
Date Created: 01/14/2025	Date Completed:		Vendor: Nepenthe Grounds Committee
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description:	01.14.25 – Per Grounds Committee meeting on December 19th, all irrigation issues will be combined into one work order for evaluation during February’s irrigation walk. This work order contains the following issues: 1039 Commons for corner of Commons/Colby(previous WO#1249160)		
History Items:	Date: 01/14/2025	Type: Work Order Update	Description: 01.14.25 – Per Grounds Committee meeting on December 19th, all irrigation issues will be combined into one work order for evaluation during February’s irrigation walk. This work order contains the following issues: 1039 Commons for corner of Commons/Colby (previous WO#1249160)
WO#: 1262776	Status: Open		Progress Code: In-Progress
Unit/Common Area: Landscape			Category: Landscape
Date Created: 01/14/2025	Date Completed:		Vendor: Nepenthe Grounds Committee
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description:	This work order is to track all of the grass issues throughout the community which includes the following areas: 101 Dunbarton (previously WO#1233598), 4 Colby (previously WO#1147579), 1182 Vanderbilt (previously WO#1209969), 320 Elmhurst (previously WO#1243997), 1653 University (previously WO#1243964), 506 Elmhurst Any additional areas will be added to this work order		
History Items:	Date: 01/14/2025	Type: Work Order Update	Description: 01.14.25 - Many requests have been received for patchy grass areas throughout community. For easier tracking and consistent problem solving, all grass issues will be included in this work order and previous work orders will be closed and notated as such.



Work Orders Nepenthe Association

WO#: 1262480	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 2330 Swarthmore Dr		Category:	Landscape Request
Date Created: 01/13/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	Phone:	Fax:	
Description:	Nepenthe Grounds Committee - "My front yard is in desperate need of landscape work. It is simply a pile of dry leaves, dirt, an two dried up small plants that seldom have green leaves. When it rains it becomes a muddy mess. "		
History Items:	Date:	Type:	Description:
	01/13/2025	Owner Call	1.13.2025 - Homeowner presented service requested.
	04/23/2025	Work Order Update	04.23.25 - Grounds committee provided approved recommendation at April board meeting. Management to request proposal from Carson for recommendation.

WO#: 1253141	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 306 Dunbarton Cir		Category:	Landscape Request
Date Created: 11/13/2024	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:	Phone:	Fax:	
Description:	Grounds Committee - "Some time ago, azaleas were planted to the right of my front door. Only one survived. I would like to have the azalea replanted."		
History Items:	Date:	Type:	Description:
	11/13/2024	Owner Call	11.13.2024 - Homeowner request for grounds committee.
	12/20/2024	Work Order Update	12.20.24 - Per Grounds Committee meeting on 12.19.24 - The committee would like to hire a landscape architect (Garth) to evaluate and provide recommendations. This recommendation has been provided to the Board for review.



Work Orders

Nepenthe Association

WO#: 1252198	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 809 Dunbarton Cir		Category:	Landscape Request
Date Created: 11/08/2024	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description: Add a short strip of rock to protect siding and window from splashing rain and mud. See request form.			
History Items:	Date:	Type:	Description:
	12/20/2024	Work Order Update	12.20.24 – Per Grounds Committee meeting on 12.19.24 - The committee would like to hire a landscape architect (Garth) to evaluate and provide recommendations. This recommendation has been provided to the Board for review.

WO#: 1249091	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 1318 Vanderbilt Way		Category:	Landscape
Date Created: 10/24/2024	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description: The area in photos between alley and front door 1318 Vanderbilt has been an eyesore for 15 years. Bare ground, debris/litter. If it is to remain a barren wasteland at least make it a clean barren wasteland. It is cleaned by residents periodically but mostly ignored.			
History Items:	Date:	Type:	Description:
	12/20/2024	Work Order Update	12.20.24 – Per Grounds Committee meeting on 12.19.24 - The committee would like to hire a landscape architect (Garth) to evaluate and provide recommendations. This recommendation has been provided to the Board for review.

WO#: 1248489	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 710 Elmhurst Cir		Category:	Landscape Request
Date Created: 10/22/2024	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:		Phone:	Fax:

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Work Orders

Nepenthe Association

Description:	Grounds Committee - Homeowner called to report dead plants and ivy by the driveway in the alley of her unit. Wants plants and ivy replaced. Thank you		
History Items:	Date:	Type:	Description:
	10/19/2024	Owner Call	10.22.2024 Homeowner called to report dead plants and ivy
	12/20/2024	Work Order Update	12.20.24 - Per Grounds Committee meeting on 12.19.24 - The committee would like to hire a landscape architect (Garth) to evaluate and provide recommendations. This recommendation has been provided to the Board for review.
WO#: 1245602	Status: Open	Progress Code:	In-Progress
Unit/Common Area: 606 Elmhurst Cir		Category:	Landscape Request
Date Created: 10/08/2024	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Assigned To:	Phone:	Fax:	
Description:	Grounds Committee - Please see attached photo, the owners of 604 and 606 are requesting it be removed. It is very large for the area and becomes unsightly with aphid webs occurring constantly.		
History Items:	Date:	Type:	Description:
	10/08/2024	Owner Call	10.08.2024 - Homeowner requested plant removal.
	04/24/2025	Work Order Update	04.17.25 UPDATE - Grounds Committee reviewed the property and could not find the plant that is reference. If planting is still an issue, please resubmit to management and provide location.
	04/29/2025	Work Order Update	04.29.25 - GM was able to go out to home and identify the plant in question. Re-opening work order for grounds committee evaluation.
WO#: 1244838	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1449 University Ave		Category:	Landscape Request
Date Created: 10/04/2024	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Assigned To:	Phone:	Fax:	
Description:	Grounds Committee - "Some plants died and were removed by our front walkway and some grass is currently dying. Is it possible to have these replaced? I would like to improve the appearance to our front door with attractive, healthier plants and make sure the drip system is working correctly. I would be happy to plant them myself as I have been an avid gardener."		

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Work Orders

Nepenthe Association

History Items:	Date:	Type:	Description:
	10/04/2024	Owner Call	10.04.2024 - Homeowner sent request for Grounds Committee
	12/20/2024	Work Order Update	12.20.24 – Per Grounds Committee meeting on 12.19.24 - The committee would like to implement a supplemental planting program. This recommendation has been provided to the Board for review.
WO#: 1240712		Status: Open	Progress Code: Pending Proposal
Unit/Common Area: 1403 Commons Dr			Category: Landscape Request
Date Created: 09/17/2024		Date Completed:	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description:	Grounds Committee - "A yellow lucky lantern abutilon plant (I think it is correct name!) has been slowly losing branches/flowers due to turkeys & workers brushing up against it + rainy/windy days. This past summer the dry rot work, power washing & painting caused many more broken branches. It is a spindly vulnerable plant held up by the brick wall in front of it. (See attached pictures) We request 1 to 2 plants to replace it. Thank you!"		
History Items:	Date:	Type:	Description:
	09/17/2024	Owner E-mail	09.17.2024 - Homeowner request for Grounds Committee.
	12/20/2024	Work Order Update	12.20.24 – Per Grounds Committee meeting on 12.19.24 - The committee would like to hire a landscape architect (Garth) to evaluate and provide recommendations. This recommendation has been provided to the Board for review.
WO#: 1239620		Status: Open	Progress Code: Pending Proposal
Unit/Common Area: 813 Dunbarton Cir			Category: Landscape Request
Date Created: 09/11/2024		Date Completed:	Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description:	Grounds Committee - "Location Request is directly in front of front porch on either side. Please: 1) Remove two bush stumps, One on either side of sidewalk. 2) Plant various plants along right side of sidewalk. Area can b every hot and sunny during summer. In the fall it is shady stating around noon" Thank you		
History Items:	Date:	Type:	Description:
	09/11/2024	Owner Call	09.11.2024 - Service request for grounds committee.

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Work Orders

Nepenthe Association

12/20/2024		Work Order Update	12.20.24 – Per Grounds Committee meeting on 12.19.24 - The committee would like to hire a landscape architect (Garth) to evaluate and provide recommendations. This recommendation has been provided to the Board for review.
WO#: 1236920		Status: Open	Progress Code: Pending Proposal
Unit/Common Area: 307 Dunbarton Cir			Category: Landscape Request
Date Created: 08/30/2024	Date Completed:		Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description:	Grounds Committee - " I have an urgent discussion regarding the amount and location of the plat "heavenly bamboo" that surrounds my property. THERE ARE 17 of the "heavenly bamboo" !!! more than any property that we seen around DUNBARTON CIRCLE. I request that the plants which we took down NOT BE REPLACED. We were fined for cutting back a few of them that were growing into the beautiful ornamental plants that sit closer to the street, The bamboo plants were falling forward, the whole area was a hot mess. Now, with the bamboo plants removed the ornamental plants look lovely. I also would like the 2 heavenly bamboo on either side of my gate removed. They send runners onto my yard and cover the door bell. " Thank you		
History Items:	Date:	Type:	Description:
	08/30/2024	Owner E-mail	08.30.2024 - Owner sent in a service request for Ground Committee to review.
	12/20/2024	Work Order Update	12.20.24 – Per Grounds Committee meeting on 12.19.24 - The committee would like to hire a landscape architect (Garth) to evaluate and provide recommendations. This recommendation has been provided to the Board for review.
WO#: 1235145		Status: Open	Progress Code: Pending Proposal
Unit/Common Area: 1317 Vanderbilt Way			Category: Landscape Request
Date Created: 08/22/2024	Date Completed:		Vendor: *FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Assigned To:		Phone:	Fax:
Description:	Grounds Committee "My beautiful Japanese maple got destroyed during a storm. I was told by my zone steward I was getting a redbud maple. Oscar came by and was instructed to plant more ivy in the small hole where the stump was. Its only about 18in in diameter and the existing ivy will grow over it, so not sure why he needed to plant more. Regardless, I want a tree there there. The landscaping along our row of homes looks terrible, even though some of it was redone recently. I think the reason my house sat on the market so long was because of the bad curb appeal. He also mentioned rocks. I don't mind them by the drain but don't want a rock necklace at my foundation as its unnecessary. "		



Work Orders

Nepenthe Association

History Items:	Date:	Type:	Description:	
	08/22/2024	Owner Call	08.22.2024 - Owner submitted service request.	
	12/20/2024	Work Order Update	12.20.24 – Per Grounds Committee meeting on 12.19.24 - The committee would like to hire a landscape architect (Garth) to evaluate and provide recommendations. This recommendation has been provided to the Board for review.	
WO#: 1229560		Status: Open	Progress Code:	Received
Unit/Common Area: 310 Elmhurst Cir			Category:	Landscape
Date Created: 07/31/2024		Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:				
Assigned To:		Phone:	Fax:	
Description:	Grounds- Carson Bark needs to be replaced behind 310 Elmhurst thanks			
History Items:	Date:	Type:	Description:	
	07/31/2024	Other Call	Homeowner came to the office to fill the service request form. Did the work order and also forwarded to Christina	
	08/27/2024	Work Order Update	08.27.24 - This work order was tabled in the August Grounds Committee Meeting; to be reviewed during September Grounds Committee Meeting	

Nepenthe Report April 2025 - Google Docs.pdf



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

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
Phase One 2022-2023-202
Phase Two 2024-2025
Location: Sacramento, CA



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

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Location: Sacramento, CA



Phase #2.

We have completed 164 homes in Phase 2 with our siding, trim, and fence repairs, as well as 147 with painting. CPR, our siding, trim, and fencing contractor, is more than a month ahead of schedule, even with the rain during the winter. CPR is currently working on 201 to 213 Elmhurst Cir. I expect phase #2 for the carpenters to be completed at the end of June.

I have been comparing our phase two inspections from April 2023 to the current condition of the buildings. Fencing has seen the most significant change. Refer to phase #2, Cost Management, on page 5. Fences we might have been able to repair in 2023 now have framing damage and need more extensive repairs. I will follow this closely and keep the monthly report updated. Invoice control is on pages 6-15. The Phase 2 Change Order Log, dated April 18, 2025, will be a separate attachment.

Progressive Painting has painted up to 1131 Vanderbilt Way. They are painting and will catch up with the carpenters within a week. Progressive Painting will now work depending on the weather.

Budgeting: The \$1,915,675.01 invoiced for siding, trim, and fences covers 164 homes, which amounts to \$11,680.94 per home. Over 34 weeks, this amounts to \$54,733.57 a week. They are completing 4.8 homes a week. With 47 homes remaining, it would take approximately 10 weeks to complete siding, trim, and fence repairs. Scheduling may change due to staffing and weather conditions. These dollar amounts and schedules are for budgeting only.

The painters have invoiced \$305,025.00 for painting 147 homes, at a rate of \$2,075 per home. They have not issued change orders.

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Location: Sacramento, CA



Phase #3.

New Timeline for Phase #3.

Building inspections have been completed.

I will present the board with a scope of work and proposals from our current vendors, Critical Path Reconstruction and Progressive Painting, for review at the April 2025 board meeting.

Phase #3 start date as soon as phase #2 is completed. July of 2025.

Trellis's

Many patios have trellises, both attached to the home and free-standing. In years past, the siding and paint crews were able to get on top of them to work on the homes. Today, most of them are too old and no longer safe to put weight on them. For this reason, our vendor's work crews can no longer access them to work on the homes. For the remainder of Phase Two and Phase Three, we will ask homeowners to remove parts of the trellises so that workers can access the walls of the homes from ladders. Please understand this is for safety reasons. No one has gotten hurt. We will work to keep our job site safe for everyone. Nirmal at the Nepenthe office and I will notify homeowners as soon as possible of any necessary changes to the trellises on their homes, if needed.

If you have any questions, please email Nirmal at Nirmal.Dhesi@fsresidential.com and me at Paul@rcihelps.com. Thank you for understanding.

Paul Reeves, Project Manager, siding and paint project.

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Location: Sacramento, CA

**Cost Management- Phase #2.**

Total Contract Amount

Contractor Code	Scope	Budget Value (\$)	Change Orders Value (\$)	Permits Value (\$)	Invoiced Value (\$)	Value Paid (\$)
CPR Construction	Original Contract Siding & Trim	\$1,465,021.00			Includes Change Orders Invoiced \$1,915,675.01	Includes Change Orders Invoiced \$1,879,069.60
CPR Construction	Change Orders Siding & Trim		\$204,735.01			
CPR Construction	Original Contract Fencing	\$588,599.00				
CPR Construction	Change Orders Fencing		\$127,934.09			
CPR Construction	Total Retention to date	\$171,031.45				
CPR Construction	Total Retention Invoiced	\$150,467.22			Included Above	Included Above
CPR Construction	Permits			\$25,791.86	Included Above	Included Above
Progressive Painting	Painting Original Contract	\$439,900.00			\$305,025.00	\$242,775.00
	TOTAL PAID TO ALL ABOVE				Invoiced Value \$2,220,700.01	Value Paid \$2,121,844.60

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Location: Sacramento, CA

**Invoice Control Phase #2.**

Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Mobilization	1405	See Details on the invoice	\$205,362.00	Work Started	APPROVED	PAID
CPR Construction	Siding, trim & Fences	1427	See Details on the invoice	\$28,076.49	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim & Fences	1441	See Details on the invoice	\$36,362.01	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim, & Fences Include the first set of permits.	1445	See Details on the invoice	\$96,494.49	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim & Fences	1446	See Details on the invoice	\$50,910.18	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim & Fences	1452	See Details on the invoice	\$49,865.79	COMPLETE	APPROVED	PAID

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Location: Sacramento, CA



Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Siding, trim, & Fences Include 2 round of permits.	1457	See Details on the invoice	\$41,815.12	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim & Fences	1459	See Details on the invoice	\$69,354.89	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim & Fences	1466	See Details on the invoice	\$44,976.34	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim & Fences	1473	See Details on the invoice	\$51,988.37	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim & Fences	1478	See Details on the invoice	\$53,874.70	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1479	See Details on the invoice	\$64,548.90	COMPLETE	APPROVED	PAID

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Location: Sacramento, CA



Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Fences	1479	See Details on the invoice	\$19,523.75	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1483	See Details on the invoice	\$36,395.70	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1484	See Details on the invoice	\$22,178.57	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1488	See Details on the invoice	\$38,496.70	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1489	See Details on the invoice	\$22,669.57	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1496	See Details on the invoice	\$40,797.52	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1497	See Details on the invoice	\$11,262.90	COMPLETE	APPROVED	PAID

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Location: Sacramento, CA



Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Fences	1498	See Details on the invoice	\$3,050.41	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1499	See Details on the invoice	\$8,143.79	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1501	See Details on the invoice	\$14,310.92	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1502	See Details on the invoice	\$15,924.97	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1504	See Details on the invoice	\$38,769.58	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1505	See Details on the invoice	\$13,843.41	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1510	See Details on the invoice	\$61,755.18	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1511	See Details on the invoice	\$21,635.05	COMPLETE	APPROVED	PAID

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Location: Sacramento, CA



Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Siding, trim	1518	See Details on the invoice	\$30,885.72	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1519	See Details on the invoice	\$18,375.22	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1522	See Details on the invoice	\$45,377.06	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1523	See Details on the invoice	\$15,625.95	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1524	See Details on the invoice	\$38,609.16	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1537	See Details on the invoice	\$44,168.47	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1538	See Details on the invoice	\$20,296.22	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1540	See Details on the invoice	\$31,668.78	COMPLETE	APPROVED	PAID

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Location: Sacramento, CA



Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Fences	1541	See Details on the invoice	\$11,074.45	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1546	See Details on the invoice	\$62,994.27	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1547	See Details on the invoice	\$16,161.69	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1555	See Details on the invoice	\$18,304.92	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1556	See Details on the invoice	\$3,102.53	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1562	See Details on the invoice	\$29,992.18	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1563	Details on invoice	\$7,004.20	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1570	See Details on the invoice	\$28,311.92	COMPLETE	APPROVED	PAID

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Location: Sacramento, CA



Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Fences	1571	Details on invoice	\$15,093.07	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1573	See Details on the invoice	\$28,948.78	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1574	Details on invoice	\$12,019.16	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1578	See Details on the invoice	\$31,658.45	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1579	Details on invoice	\$25,974.55	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1584	See Details on the invoice	\$21,842.89	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1585	Details on the invoice	\$23,829.13	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1587	See Details on the invoice	\$22,830.06	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1588	Details on the invoice	\$26,085.73	COMPLETE	APPROVED	PAID

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Location: Sacramento, CA



Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Siding, trim	1591	See Details on the invoice	\$43,444.21	COMPLETE	APPROVED	PAID
CPR Construction	Fences	1592	Details on the invoice	\$8,191.39	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1593	See Details on the invoice	\$32,672.31	COMPLETE	APPROVED	PENDING
CPR Construction	Fences	1594	Details on the invoice	\$20,772.56	COMPLETE	APPROVED	PENDING
Progressive Painting	Paint	#17528	Painting	\$26,975.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17530	Painting	\$16,600.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17537	Painting	\$26,975.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17540	Painting	\$26,975.00	COMPLETE	APPROVED	PAID

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Location: Sacramento, CA



Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
Progressive Painting	Paint	#17542	Painting	\$16,600.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17543	Painting	\$20,750.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17553	Painting	\$18,675.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17560	Painting	\$20,750.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17562	Painting	\$26,975.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17566	Painting	\$41,500.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#17572	Painting	\$16,600.00	COMPLETE	APPROVED	PAID
Progressive Painting	Paint	#175	Painting	\$45,650.00	COMPLETE	APPROVED	PENDING

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
Phase One 2022-2023-202
Phase Two 2024-2025
Location: Sacramento, CA



			TOTAL APPROVED	\$2,220,700.01			
			TOTAL APPROVED, NOT PAID	\$98,855.41			
			TOTAL PAID	\$2,121,844.60			

End Report.

Nepenthe 4 18 2 Change Order Log Updated REVISED 4.pdf



12394 Cannon Way
Grass Valley, CA 95949
(916) 229-2594
bill@cprecon.com

Date: April 18, 2025
Property Name: Nepenthe HOA Phase 2

Contact: Nicole Marks
Company: First Service Residential

CHANGE ORDER LOG

COR #	LOCATION	PENDING	DECLINED	APPROVED	NOTES
COR #01	1372 Commons			\$4,621.34	Fence Repairs
COR #02	1366 Commons			\$572.18	Siding and Trim
COR #03	1396 Commons			\$3,925.91	Fence Repairs
COR #04	1312 Vanderbilt			\$214.94	Fence Repairs
COR #05	1318 Vanderbilt			\$1,347.23	Fence Repairs
COR #06	1342 Vanderbilt			\$4,542.75	Fence Repairs
COR #07	1336 Commons			\$1,550.63	Siding and Trim
COR #08	1318 Vanderbilt			\$165.48	Siding and Trim
COR #09	1372 Commons			\$723.51	Siding and Trim
COR #10	1396 Commons			\$911.87	Insulation
COR #11	1260 Vanderbilt			\$3,694.34	Fence Repairs
COR #12	1268, 1276, 1284 and 1296 Vanderbilt			\$969.42	Fence Repairs
COR #13	1212 Vanderbilt			\$3,752.25	Fence Repairs
COR #14	1251/1257 Vanderbilt			\$575.34	Fence Repairs
COR #15	1336/1330 Vanderbilt			\$1,340.05	Fence Repairs
COR #16	1268 Vanderbilt			\$2,246.30	Siding and Trim
COR #17	1276 Vanderbilt			\$400.90	Siding and Trim
COR #18	1284 Vanderbilt			\$352.20	Siding and Trim
COR #19	1292 Vanderbilt			\$381.29	Siding and Trim
COR #20	Multiple Locations			\$4,995.12	Permits
COR #21	1212 Vanderbilt			\$2,055.28	Siding and Trim
COR #22	1248 Vanderbilt			\$238.18	Siding and Trim
COR #23	1218-1236 Vanderbilt		\$5,453.61		Fence Repairs
COR #23 REVISED	1218-1236 Vanderbilt			\$7,326.02	Fence Repairs

COR #24	1218 Vanderbilt			\$394.19	Siding and Trim
COR #25	1224 Vanderbilt			\$805.63	Siding and Trim
COR #26	1230 Vanderbilt			\$2,181.95	Siding and Trim
COR #27	1236 Vanderbilt			\$2,804.46	Siding and Trim
COR #28	1106 and 1112 Vanderbilt			\$204.23	Fence Repairs
COR #29	1146, 1152, 1158, 1164, 1170 and 1176 Vanderbilt			\$14,088.93	Fence Repairs
COR #30	1260 Vanderbilt			\$354.07	Siding and Trim
COR #31	1230-1236 Vanderbilt			\$2,068.15	Siding and Trim
COR #32	1130 Vanderbilt			\$576.42	Siding and Trim
COR #33	1118-1136 Vanderbilt			\$6,343.68	Fence Repairs
COR #34	1115 Commons			\$485.69	Siding and Trim
COR #35	Multiple Locations			\$2,708.56	Permits
COR #36	1115 Commons Supplemental			\$733.79	Siding and Trim
COR #37	1106 Vanderbilt			\$560.33	Siding and Trim
COR #38	1112 Vanderbilt			\$599.97	Siding and Trim
COR #39	1066 Vanderbilt			\$1,748.58	Fence Repairs
COR #40 REVISED	1016 Vanderbilt			\$106.73	Fence Repairs
COR #41	1056/1046 Vanderbilt			\$2,401.19	Fence Repairs
COR #42	1005 Vanderbilt			\$7,848.36	Fence Repairs
COR #43	1025 Vanderbilt			\$6,567.86	Fence Repairs
COR #44	1056 Vanderbilt			\$734.22	Fence Repairs
COR #45	1056 Vanderbilt			\$1,126.22	Siding and Trim
COR #46	1036 & 1006 Vanderbilt			-\$17.28	Fence Repairs
COR #47	1015 Vanderbilt			\$845.90	Siding and Trim
COR #48	1025 Vanderbilt			\$957.50	Siding and Trim
COR #49	1016 Vanderbilt			\$503.27	Siding and Trim
COR #50	1066 Vanderbilt			\$527.00	Siding and Trim
COR #51	1006 Vanderbilt			\$641.17	Siding and Trim
COR #52	106 Elmhurst			\$371.81	Siding and Trim

COR #53	2315 Swarthmore			\$1,722.82	Siding and Trim
COR #54	108 Elmhurst			\$855.24	Siding and Trim
COR #55	1025 Vanderbilt Rear Patio			\$3,066.26	Fence Repairs
COR #56	100 Elmhurst			\$7,085.81	Fence Repairs
COR #57 CREDIT	102 Elmhurst			-\$2,391.81	Fence Repairs
COR #58	104 Elmhurst			\$1,317.80	Fence Repairs
COR #59	106 Elmhurst			\$312.60	Fence Repairs
COR #60 CREDIT	108 Elmhurst			-\$3,093.36	Fence Repairs
COR #61 CREDIT	200 Elmhurst			-\$1,223.69	Fence Repairs
COR #62	1006 Vanderbilt			\$1,252.71	Siding and Trim
COR #63	204 Elmhurst			\$2,994.48	Fence Repairs
COR #64	1236 Vanderbilt			\$317.99	Fence Repairs
COR #65	100 Elmhurst			\$598.00	Siding and Trim
COR #66	102 Elmhurst			\$346.95	Siding and Trim
COR #67	202 Elmhurst			\$1,324.86	Siding and Trim
COR #68	108 Elmhurst			\$346.95	Siding and Trim
COR #69	106 Elmhurst			\$943.95	Siding and Trim
COR #70	1164 Vanderbilt			\$624.66	Siding and Trim
COR #71	200 Elmhurst			\$334.38	Siding and Trim
COR #72	204 Elmhurst			\$1,625.10	Siding and Trim
COR #73	202 Elmhurst			-\$8,119.70	Credit for Fence Repairs
COR #74	204 Elmhurst			-\$336.80	Credit for Fence Repairs
COR #75	206 Elmhurst			-\$837.30	Credit for Fence Repairs
COR #76	Multiple Locations			\$4,200.78	Permits
COR #77	206 Elmhurst			\$428.68	Siding and Trim
COR #78	312 Elmhurst			\$1,726.88	Fence Repairs
COR #79	314 Elmhurst			-\$2,569.58	Credit for Fence Repairs
COR #80	316 Elmhurst			-\$1,869.81	Credit for Fence Repairs

COR #81	322 Elmhurst			-\$2,271.76	Credit for Fence Repairs
COR #82	324 Elmhurst			\$1,198.99	Fence Repairs
COR #83	300 Elmhurst			\$601.73	Siding and Trim
COR #84	304 Elmhurst			\$325.27	Siding and Trim
COR #85	306 Elmhurst			\$1,134.83	Siding and Trim
COR #86	308 Elmhurst			\$799.78	Siding and Trim
COR #87	310 Elmhurst			\$1,079.04	Siding and Trim
COR #88	326 Elmhurst			-\$2,905.52	Credit for Fence Repairs
COR #89	404 Elmhurst			\$143.44	Fence Repairs
COR #90	406 Elmhurst			-\$3,993.70	Credit for Fence Repairs
COR #91	408 Elmhurst			\$1,866.63	Fence Repairs
COR #92	208 Elmhurst			-\$10,057.57	Credit for Fence Repairs
COR #93	210 Elmhurst			-\$9,739.59	Credit for Fence Repairs
COR #94	314 Elmhurst Cir.			\$1,810.52	Siding and Trim
COR #95	316 Elmhurst Cir.			\$1,316.31	Siding and Trim
COR #96	318 Elmhurst Cir.			\$1,462.97	Siding and Trim
COR #97	322 Elmhurst Cir.			\$1,149.47	Siding and Trim
COR #98	1025 Vanderbilt			\$1,852.22	Siding and Trim
COR #99	410 Elmhurst Cir.			\$765.41	Fence Repairs
COR #100	326 Elmhurst Cir.			\$1,528.28	Siding and Trim
COR #101	328 Elmhurst Cir.			\$406.16	Siding and Trim
COR #102	400 Elmhurst Cir.			\$732.77	Siding and Trim
COR #103	402 Elmhurst Cir.			\$1,065.14	Siding and Trim
COR #104	1025 Vanderbilt			\$386.24	Siding and Trim
COR #105	406 Elmhurst Cir.			\$568.24	Siding & Trim - Asbestos/Lead Testing
COR #106	504 Elmhurst Cir.			\$3,167.98	Fence Repairs
COR #107	508 Elmhurst Cir.			\$4,158.63	Fence Repairs
COR #108	1312 Vanderbilt			\$568.24	Siding & Trim - Asbestos/Lead Testing
COR #109	502 Elmhurst Cir.			\$665.50	Fence Repairs
COR #110	614 Elmhurst Cir.			\$2,009.40	Fence Repairs
COR #111	Multiple Locations			\$4,308.33	Permits

COR #112	1312 Vanderbilt		\$4,668.47		Abatement
COR #113	406 Elmhurst Cir.		\$3,244.47		Abatement
COR #114	604 Elmhurst Cir.			\$665.50	Fence Repairs
COR #115	404 Elmhurst Cir.			\$6,038.18	Siding and Trim
COR #116	408 Elmhurst Cir.			\$3,277.55	Siding and Trim
COR #117	410 Elmhurst Cir.			\$1,858.23	Siding and Trim
COR #118	412 Elmhurst Cir.			\$358.62	Siding and Trim
COR #119	700 Elmhurst			\$7,083.65	Fence Repairs
COR #120	702 Elmhurst			\$787.26	Fence Repairs
COR #121	704 Elmhurst			\$2,121.83	Fence Repairs
COR #122	706 Elmhurst			\$3,892.75	Fence Repairs
COR #123	708 Elmhurst			\$3,365.44	Fence Repairs
COR #124	712 Elmhurst			\$1,427.12	Fence Repairs
COR #125	714 Elmhurst			\$2,324.12	Fence Repairs
COR #126	722 Elmhurst			\$7,603.42	Fence Repairs
COR #127	720 Elmhurst			\$1,161.09	Fence Repairs
COR #128	500 Elmhurst			\$698.58	Siding and Trim
COR #129	502 Elmhurst			\$772.04	Siding and Trim
COR #130	504 Elmhurst			\$1,318.02	Siding and Trim
COR #131	600 Elmhurst			\$352.20	Siding and Trim
COR #132	602 Elmhurst			\$1,197.32	Siding and Trim
COR #133	604 Elmhurst			\$1,404.38	Siding and Trim
COR #134	606 Elmhurst			\$1,904.66	Siding and Trim
COR #135	608 Elmhurst			\$305.66	Siding and Trim
COR #136	614 Elmhurst			\$2,199.59	Siding and Trim
COR #137	800 Elmhurst			\$5,645.18	Fence Repairs
COR #138	808 Elmhurst			\$1,409.09	Fence Repairs
COR #139	13 Colby Ct.			\$11,103.52	Siding and Trim
COR #140	13 Colby Ct.			\$6,185.96	Fence Repairs
COR #141	Multiple Locations			\$4,184.99	Permits
COR #142	810 Elmhurst			\$617.52	Fence Repairs
COR #143	814 Elmhurst			\$2,344.40	Fence Repairs
COR #144 Credit	1420 Commons			-\$3,093.36	Fence Repairs
COR #145	610 Elmhurst			\$8,137.98	Siding and Trim
COR #146	13 Colby Ct.			\$930.80	Siding and Trim

COR #147	616 Elmhurst			\$1,225.03	Siding and Trim
COR #148	618 Elmhurst			\$650.54	Siding and Trim
COR #149	506 Elmhurst			\$620.81	Siding and Trim
COR #150	406 Elmhurst			\$1,713.94	Siding and Trim
COR #151	702 Elmhurst			\$1,428.09	Siding and Trim
COR #152	700 Elmhurst			\$3,235.47	Siding and Trim
COR #153	704 Elmhurst			\$2,902.81	Siding and Trim
COR #154	706 Elmhurst			\$1,717.71	Siding and Trim
COR #155	710 Elmhurst			\$1,101.51	Siding and Trim
COR #156	712 Elmhurst			\$2,744.74	Siding and Trim
COR #157	714 Elmhurst			\$3,179.13	Siding and Trim
COR #158	716 Elmhurst			\$2,333.85	Siding and Trim
COR #159	718 Elmhurst			\$790.60	Siding and Trim
COR #160	720 Elmhurst			\$1,477.84	Siding and Trim
COR #161	722 Elmhurst			\$1,701.42	Siding and Trim
COR #162	800 Elmhurst			\$1,452.30	Siding and Trim
COR #163	804 Elmhurst			\$2,850.79	Siding and Trim
COR #164	802 Elmhurst			\$2,223.46	Siding and Trim
COR #165	806 Elmhurst			\$1,751.18	Siding and Trim
COR #166	808 Elmhurst			\$1,391.35	Siding and Trim
COR #167	810 Elmhurst			\$1,504.60	Siding and Trim
COR #168	1402 Commons			\$4,173.38	Fence Repairs
COR #169	1317 Vanderbilt			\$961.48	Fence Repairs
COR #170	812 Elmhurst			\$4,152.15	Siding and Trim
COR #171	814 Elmhurst			\$3,807.55	Siding and Trim
COR #172	808 Elmhurst			\$176.00	Siding and Trim
COR #173	816 Elmhurst			\$2,308.88	Siding and Trim
COR #174	818 Elmhurst			\$1,720.15	Siding and Trim
COR #175	820 Elmhurst			\$6,075.71	Siding and Trim
COR #176	1426 Commons			\$2,217.51	Siding and Trim
COR #177	1428 Commons			\$2,343.87	Siding and Trim
COR #178	806 Elmhurst			\$541.73	Siding and Trim
COR #179	1408 Commons			\$5,093.82	Fence Repairs
COR #180	1406 Commons			\$961.48	Fence Repairs
COR #181	1400 Commons			\$1,260.17	Siding and Trim
COR #182	1404 Commons			\$736.11	Siding and Trim

COR #183	1406 Commons			\$2,152.18	Siding and Trim
COR #184	1408 Commons			\$656.33	Siding and Trim
COR #185	1410 Commons			\$2,084.34	Siding and Trim
COR #186	1420 Commons			\$435.35	Siding and Trim
COR #187	1131 Vanderbilt			\$2,255.49	Fence Repairs
COR #188	719 Dunbarton			\$590.20	Siding and Trim
COR #189	1119 Vanderbilt			\$641.32	Fence Repairs
COR #190	1125 Vanderbilt			\$5,465.24	Fence Repairs
COR #191	1311 Vanderbilt			\$8,000.32	Siding and Trim
COR #192	1317 Vanderbilt			\$3,074.88	Siding and Trim
COR #193	1323 Vanderbilt			\$2,659.89	Siding and Trim
COR #194	1329 Vanderbilt			\$848.45	Siding and Trim
COR #195	1335 Vanderbilt			\$2,120.83	Siding and Trim
COR #196	1287 Vanderbilt			\$1,006.95	Siding and Trim
COR #197	1293 Vanderbilt			\$2,871.58	Siding and Trim
COR #198	1299 Vanderbilt			\$2,649.48	Siding and Trim
COR #199	1305 Vanderbilt			\$2,142.45	Siding and Trim
COR #200	Multiple Locations			\$5,394.08	Permits
COR #201	1045 Vanderbilt			\$4,940.35	Fence Repairs
COR #202	1065 Vanderbilt			\$6,176.86	Fence Repairs
COR #203	716 Elmhurst			\$733.91	Siding and Trim
COR #204	1119 Vanderbilt			\$1,549.52	Siding and Trim
COR #205	1125 Vanderbilt			\$2,545.96	Siding and Trim
COR #206	1131 Vanderbilt			\$2,210.46	Siding and Trim
COR #207	1137 Vanderbilt			\$744.53	Siding and Trim
COR #208	1143 Vanderbilt			\$369.65	Siding and Trim
COR #209	1185 Vanderbilt			\$1,023.98	Siding and Trim
COR #210	1191 Vanderbilt			\$961.99	Siding and Trim
COR #211	1197 Vanderbilt			\$1,222.62	Siding and Trim
COR #212	1203 Vanderbilt			\$3,557.98	Siding and Trim
COR #213	810 Elmhurst			\$1,357.16	Fence Repairs
COR #214	217 Elmhurst	\$4,370.81			Fence Repairs
COR #215	201 Elmhurst	-\$10,447.10			Credit for Fence Repairs
TOTALS		-\$6,076.29	\$13,366.55	\$359,818.12	
TOTAL ORIGINAL CONTRACT AMOUNT				\$2,053,620.00	

TOTAL ADJUSTED CONTRACT AMOUNT	\$2,413,438.12	
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APPROVED FENCE AND SIDING AND TRIM

Fence C/O's	\$127,934.09
Siding and Trim C/O's	\$204,735.01
Permits	\$25,791.86
Grand Total Repairs	\$2,412,080.96

2025-04-03 ARC Minutes.docx

NEPENTHE ARCHITECTURAL REVIEW COMMITTEE MINUTES
Thursday, April 3, 2024
4:30 P.M.

The April 3, 2025, Thursday, 4:30 pm meeting was canceled because of lack of business, leading to this month's business being conducted online only. Voting used the Association's database.

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

Also copied: Nina White, Board Liaison.

A. Introductions: none.

B.1. Homeowner requests not voted on:

1. **700 Dunbarton Circle** – Handrail installation. Expired. A handrail installation along the walkway from the front porch to the curb of the street is requested. It would be almost the same as that approved and installed at 516 Dunbarton Circle in the same place for the same reasons. Representatives of the ARC have met with the owner and have requested certain changes to the design but have had no response. Sixty days having passed since the application was accepted, the application has expired without any action having been taken.

B.2. Homeowner Requests Recommended to be Approved: (With conditions if so noted; with all votes unanimous unless otherwise noted.) **none.**

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

1. **203 Elmhurst Circle – HVAC system replacement.** This 4400 model, without application, underwent the installation of a new HVAC split system, with a heat pump and air handler. Initially, metal conduit piping was installed on top of the siding, but this error has been corrected. The new compressor/condenser is too large to fit into the narrow corner of fence and siding where the original compressor was located. Thus, it was located out in the yard several feet away, in a location where it is unsightly and noisy. The homeowner requests that the compressor be relocated north of the backyard fence into an area in the common area between 203 and 201 in between some bushes. The compressor will be screened by the existing common area landscaping and will be farther away from the backyard of 203 and a side window of 201 so that the noise it makes will not be so obtrusive. The owner of 201 agrees with this plan. This residence was receiving siding replacement and fence rebuilding in the week of April 14, so it was expedient for the ARC to use its emergency approval powers for HVAC to approve this relocation so that the compressor could be relocated and the fence repaired quickly by the HOA's contractor. The ARC Board Liaison was consulted. The HVAC contractor is Alex Uvarov. By April 18, two members had voted in favor and one voted against the request to utilize the common area as a solution to the too small fence niche. **Emergency Approval granted April 18, 2025.**

B.2.B. Homeowner Requests Not Recommended for Approval:

2. **202 Dunbarton Circle** – Patio Structure applied for. A gazebo was constructed in the backyard of this residence without being applied for. Such structures are covered by the *Architectural Guidelines* “Section 23: Patio Structures or Improvements: Free-Standing Structure” (p. 22). If we classify this as a shade structure, then it is not allowed by the following provision: “Tents, tent-like structures and garden canopies supported by a three-dimensional framework are not permitted.” If we consider it an outbuilding, then the rules limit its height to no higher than the backyard fence. Thus, the gazebo cannot be approved under these rules. All members voted to decline by April 10. **Approval Not Recommended.**

C. Old Business: Still awaiting editing changes on revisions to ARC documents.

D. New Business: None.

E. Estoppel Inspections: Several inspections were conducted.

F. Notices of Completion: Some signed.

Respectfully submitted, Alan Watters, chair

Nepenthe Outreach committee minutes April 2025.pdf

Nepenthe Outreach Committee Minutes

April 9, 2025

4:00 pm

Nepenthe Clubhouse

PRESENT:

Marcy Best, Chair

Bonnie Jacobson, Secretary

Theresa McCrackin

Ann Pasiuk

Lora Selvin

Kathryn Schmid

Yvonne del Biaggio

Gerry Gelfand

GUESTS:

Karen Lowrey

Jane Brown

ABSENT:

Bill White

Joan Barrett

Tonae Hasik

Jan Beale

Catharine Ridgeway

Ann Bennett

The meeting was called to order by **Marcy**, chair. She introduced **Karen Lowrey** who presented a need for volunteers to assist with the Candidates Forum on 4/14 at 5:00 pm. **Marcy, Kathryn, Lora, Yvonne** and **Theresa** volunteered.

Marcy introduced **Jane Brown** who presented an idea for a golf tournament with Nepenthe and Campus Commons residents at the Campus Commons golf course on Howe Ave. **Jane** said she has experience with coordinating golf tournaments and wants to determine if there is sufficient interest from residents and the Outreach Committee. She added that the tournament proceeds could be donated to charity. **Gerry** suggested that she present the idea at Saturday Coffee and **Marcy** suggested she assess the level of interest from Campus Commons residents and return to the Outreach committee with this information.

OLD BUSINESS:

Spring Egg Hunt: 4/19/25 at Campus Commons playground, 11:00 am.

Marcy said she ordered banners and signs that will be displayed throughout the neighborhood on 4/15. She said we have appx 500 plastic eggs that will be transported to the clubhouse for candy egg stuffing which will take place after Saturday Coffee on 4/12.

Bonnie said the Egg Hunt committee (**Tonae, Jan, Pat, Theresa, Ann P. Marcy, Bonnie**) will meet at the playground on 4/14 at 11:00 am to go over details for the event.

Theresa said she's decided not to host a sign-up table to engage younger residents who may be interested in coordinating family events. She and **Gerry** suggested that the Outreach Committee may want to print 2x3" cards that we can pass out to residents at events.

New Business:

Parking Lot sale, 5/17, 9-12 pm.

Theresa reported that 6 of the 24 spots have been sold. Residents are instructed to purchase spots at the clubhouse and Trevon will provide a seller's instruction sheet. Spots are \$10. Campus Commons will also hold a parking lot sale at the same time and same date. **Marcy** ordered banners and signs and will display them at intersections. We agreed it would be helpful to put a sign on Howe Ave on the day of the event. **Gerry** will announce the sale in the Neighbor2Neighbor email blast.

Music by the Pool, 6/1

Marcy said she has secured a commitment from Campus Commons resident, Daryl Rollins, to perform at the event.

Mobile shredding:

Gerry asked if there is committee interest in asking a mobile shredding company to provide service on a weekend day. Committee members agreed so she will research this further.

Marcy adjourned the meeting at 5:05 pm.

Respectfully submitted,

Bonnie Jacobson, secretary

Request for Board Action:

There is no request for Board action at this time.

Next Outreach Committee meeting is May 7, 2025

ILS Committee Meeting minutes 4-16-2025.docx

ILS Committee Meeting Minutes
Page 1

Date: April 16, 2025
Time: 5:39 p.m.
Attendees: Jackie Grebitus, Chair-person
Leslie Arnal, Member
Pam Dimaggio, Member
Ricardo Pineda, Member
Peter Pelkofer, Guest

1. **Spas:** First Services reported 165 incursions into the spas (main club house and Dunbarton) in a little over 2 years (12/1/2022 through 3/30/2025). At \$150 per incursion, this represents \$24,750 over a 28 month period, or \$884 per month. Thank you, First Services, for providing this information. The incursions seem to be fairly evenly distributed over the year. The cost of clean up is a concern, but so is the loss of use to our owners who do not want to use a highly chlorinate spas.

We discussed these basic solutions: (a) Close spa during winter. Given that this is a year-long problem and that our own owners want to use the spa during the winter, the ILS committee would not recommend this; (b) Babysit the spas all night long using a security service. We had already looked at this, and the cost is prohibitive, ie, more than \$230,000 per year; (c) better fencing to prevent ingress. The committee is open to two options:

- (1) **Better fencing.** We have recommended an incremental approach in this regard – keep fortifying the fencing in common sense increments until the illegal ingress seems to be minimal. In this case, we have already made recommendations (mesh in strategic places and spikes in strategic places). We support these improvements as previously recommended.
- (2) **Security at certain times of night.** We request that First Services not only provide us the clean up report, but review the cameras for each incursion to determine when the ingresses seem to be occurring. We need to define the problem. We believe the existing cameras over both spas (main club house and Dunbarton) offer a view of spa occupancy. **The HOA ought to be able to produce a report that has both the incursion date and the incursion time.** This committee would request said report on a monthly basis. This would allow us to evaluate if increased security service would be effective.

Note: we had previously recommended **wide range cameras**. We continue to recommend that, to ensure that we are capturing ingress wherever it may occur.

2. **Trespassing Signs:** The HOA has trespassing signs that state “No trespassing / Private Property.” **The committee recommends First Services install signs at every pool gate and periodically on the fences around the pools.** It can’t hurt.
3. **AB 1572:** Potable water shall not be used in certain places. Apartment buildings are not subject to AB 1572, but HOAs are. This is bad legislation, but the HOA needs to deal with it. The committee would like to address this issue, but the committee first wonders what

ILS Committee Meeting Minutes
Page 2

the HOA and/or First Services has already done with respect to AB 1572. What are our possible solutions: 1) establish that we have functional turf? 2) Change to the legislation to be treated the same as apartments? 3) Work with the City to establish which lawns we can keep and under what conditions?

4. Peter Pelkofer attended and provided us with his letter to the Board, to be sure we were aware of the same. We review the letter, but do not take any action with respect thereto.

6:5 p.m. end of meeting. Next meeting is scheduled for May 14, 2025 at 5:30 p.m.

FINAL April 17 Grounds Committee Meeting Minutes.p.pdf

Grounds Committee Meeting Minutes

April 17, 2025

ATTENDEES

Mary Gray, Chair

Jane Brown

Paula Connors

Don Ellwanger

Joanne Massoni

Theresa McCrackin

Board Liaison: Courtenay Delfin; Nepenthe staff: Nicole Marks

Homeowners: None in attendance; Attending on zoom: Karen Lowrey, Peter Pelkofer

AGENDA

Welcome

Homeowner Comments Part I: No one in attendance, in person or on zoom

Agenda Item #1: Update on the Carson cost proposals for the February 20 homeowner requests

- a. Although, at the March 20 meeting it was stated that these proposals were expected to be considered at the April 17 Grounds Committee meeting, it was indicated that the cost proposals are not complete and will be provided by the end of the week.
- b. After discussion, Paula Connors recommended that in light of the length of time these proposals have been in the system, that the Grounds Committee schedule a special meeting as soon as the Carson cost proposals are received, in order to expedite their completion.

Moved: Connors

Seconded: Ellwanger

Vote: Unanimous

Agenda Item #2: Update on the plant list approval

Board Liaison Delfin updated the status of Board consideration and approval of the plant list. The item was discussed by the Board with Carson Landscapers and the Board is waiting for Carson to complete its review by the end of the week, which would clear the way to Board consideration at its next executive session in early May. Once the Board approves it, it will be posted to the web site. Theresa McCrackin recommended that homeowners as well as Grounds Committee Board members would benefit from having photos of all the plants on the list. Nicole Marks indicated she could easily do this as soon as the Board approves it.

Agenda Item #3: Update on consideration and approval of the eight general and one specific Garth Ruffner Recommendations, resulting from the February 10 community walk, summarized in the Committee's February 20 minutes, and presented to the Board at its March 5 meeting

Board Liaison Delfin indicated the following:

- Sod vs. seed: The Board is in general agreement.
- Approved the 2.5 inch grass length proposal.
- Recommendation to remove tree at 1004 Dunbarton: The Board in executive session referred the item for evaluation.
- Use of rocks in landscaping: Given that the issue of rocks is divisive in the community, the Board will evaluate cases individually.

The remaining 5 issues were not addressed, as the Board had not considered them.

Agenda Item #4: Moving Forward with Supplemental Planting Forum

Chair Gray thanked the Board for its approval of the supplemental planting program. There was a general discussion of appropriate timing of a forum/workshop to acquaint the Nepenthe community with a new program, options being a standalone workshop or a presentation at a regular Grounds Committee meeting, which will also be accessible via zoom. Consensus was to offer an initial presentation at the May Grounds Committee, and possibly follow up with additional presentations as needed. An announcement to the Nepenthe community will be provided for the regular Friday Updates email.

Agenda Item #5: Carson meeting update

Board Liaison Delfin and Nicole Marks provided updates on issues discussed by the Board at its recent executive session with Carson Landscaping, including tree work, tree work tracker on the web site, irrigation, irrigation tracker on the web site. Liaison Delfin and Nicole Marks provided clarification on consolidation of the two types of tree walks, eliminating the need for individual zone walks. Reducing the number of walks will contribute to more in depth assessment of community trees. Liaison Delfin described plans to implement of a tree trimming tracker for the web site.

Agenda Item #6: Review of new planting requests

The Committee reviewed and voted on 11 homeowner requests. Specific recommendations are summarized on the attached [ACTION LIST](#), **Attachment 1**. The more detailed report (including votes and all photos) is included as **Attachment 2**.

Agenda Item #7: City presentation on AB 1572 at May 15 Grounds Committee meeting

Paula Connors updated the Committee and confirmed that the City's Water Conservation Coordinator William Granger has been scheduled to speak at the May 15 Grounds Committee meeting. An announcement to the Nepenthe Community will be provided for the regular Friday Updates email.

Agenda Item #8: Homeowner Comments

Karen Lowry raised the issue that having two presentations plus regular business at the May 15 meeting might become unwieldy and that the announcements regarding the AB 1572 and Supplemental presentations could get buried in the weekly Friday update. Chair Gray summarized the previous Committee discussions and indicated that the Committee was sensitive to time constraints, and would schedule follow up sessions if needed. Nicole Marks indicated it would be possible to do a separate email at a later date.

Meeting was Adjourned at 4:30 pm

Attachment 1: April 17 [ACTION LIST](#)

Attachment 2: April 17 H/O Requests [DETAILED REPORT](#)

ATTACHMENT 1
APRIL 17 GROUNDS COMMITTEE ACTION LIST
All Votes were unanimous)

Work order #/ Address	Observation/Recommendation
1231694 1245602 606 Elmhurst	Problem not evident. <u>RECOMMEND: NO ACTION</u>
1262480 2330 Swarthmore	Completely bare patch, in dire need of work. <u>RECOMMEND: variegated compact rock rose (4 plants). With vinca ground cover for shady area.</u>
1264798 1449 University	Requests planting between home and levee. Not sure of the HOA property line to plant between the fence and the levee. In addition, there appears to be no irrigation. <u>RECOMMEND: Leave this as is."</u>
1265238 1653 University	<u>Irrigation specialist needs to evaluate.</u> Perhaps use device to drain water away from structure. <u>RECOMMEND: Watch/monitor. If problem continues, consider water diversion device. Close out</u>
269028 1213 Vanderbilt	Requests replacement of stolen tree. <u>RECOMMEND: approval. Plant Oklahoma redbud as requested by homeowner.</u>
1269430 1113 Dunbarton	It appears work may have already been completed by Homeowner. <u>RECOMMEND: Close out and remove from Tracker.</u>
1272982 814 Elmhurst	A bare patch has become a walkway. Tree was removed but not remediated. <u>RECOMMEND: Make sure irrigation is functioning. Plant 5 Little Miss Sunshine plants (Cistus Cobariensis), 4 Cool Vista Dianella.</u>
1274262 1221 Vanderbilt	Defer until siding and painting is completed? <u>RECOMMEND: Remove boxwood now. After siding and painting are complete, plant three winter creepers.</u>
1276121 1269 Vanderbilt	Big bare patch needs filling, possibly ground cover and some plants. hedge. <u>RECOMMEND: Two Phases.</u> A) In front, remove two boxwood hedges and replace. B) Plant 5 Compact Xylosa and fill the area from the shrubs to the lawn with vinca minor.
1276712 718 Elmhurst	Drip emitter still watering empty space where a plant was removed by Carson. <u>RECOMMEND: Two Phases.</u> A) <u>Fix emitter so flooding stops.</u> <u>Plant one dwarf loropetalum.</u>
1276722 202 Dunbarton	This is not that bad-looking compared to many other properties. This is primarily a MAINTENANCE issue. <u>RECOMMEND: Two Phases.</u> A) <u>Initiation of work order to confirm irrigation is available and functioning correctly.</u> <u>Let ivy grow to fill in blank spaces. Clear out debris from front yard.</u>

ATTACHMENT 2
April 17 DETAILED COMMITTEE REPORT with all photos, votes, etc.

Work order #/ Address	Observation/Recommendation	Photos
1231694 1245602 606 Elmhurst	Still don't see the problem. The bush in the photo attached to work order appears to be closer to 604 than 606, could probably use some trimming. <u>RECOMMEND: NO ACTION</u>	
1262480 2330 Swarthmore Request: See work order	Yes, this area is a "mess." Completely bare patch, in dire need of work. <u>RECOMMEND: variegated compact rock rose (4 plants). With vinca ground cover for shady area.</u> Moved: Brown Second: Gray Vote: Unanimous	
1264798 1449 University Request: see Letter attached to attached work order for complete description of the problem	Not sure of how we find the HOA property line to plant between the fence and the start of the levee property. Possibly plant ground cover/vinca in large space in second photo. In addition, there appears to be no irrigation. The desire to achieve more privacy with plants would take about 10 years. <u>RECOMMEND: Leave this are "as is."</u> Moved: Gray Second: Massoni Vote: Unanimous	

Work order #/ Address	Observation/Recommendation	Photos
1265238 1653 University Request: see work order	Irrigation specialist needs to evaluate. Perhaps use device to drain water away from structure. Of the four drains, three appear to be OK and the fourth one is very low to the ground. <u>RECOMMEND: Watch/monitor. If problem continues, consider water diversion device.</u> <u>Close out</u> Moved: Gray Second: Brown Vote: Unanimous	

1269028 1213 Vanderbilt Request: see work order	Requests replacement of stolen tree. <u>RECOMMEND: approval. Plant Oklahoma redbud as requested by homeowner.</u> Moved: Brown Second: Massoni Vote: Unanimous .	
1269430 1113 Dunbarton Request: see work order	Not clear, but it appears work may have already been completed by Homeowner. <u>RECOMMEND: Close out and remove from Tracker..</u>	
1272982 814 Elmhurst Request: see work order	Similar issue to other properties where a bare patch has become a walkway. Tree was removed but not remediated. <u>RECOMMEND: Make sure irrigation is functioning. Plant 5 Little Miss Sunshine plants (Cistus Cobariensis), 4 Cool Vista Dianella.</u> Moved: Gray Second: Massoni Vote: Unanimous	
1274262 1221 Vanderbilt Request: see work order	Should we defer until siding and painting is completed? <u>RECOMMEND: Remove boxwood now. After siding and painting are complete, plan three winter creepers.</u> Moved: Gray Second: Brown Vote: Unanimous	

Work order #/ Address	Observation/Recommendation	Photos
1276121 1269 Vanderbilt Request: see work order	Big bare patch needs filling, possibly ground cover and some plants. hedge. <u>RECOMMEND: Two Phases.</u> In front, remove two boxwood hedges and replace. C) Plant 5 Compact Xylosa and fill the area from the shrubs to the lawn with vinca minor. Moved: Ellwanger Second: Brown Vote: Unanimous.	
1276712 718 Elmhurst Request: see work order	Drip emitter still watering empty space. Where a plant was removed by Carson. <u>RECOMMEND: Two Phases.</u> B) <u>Fix emitter so flooding stops.</u> C) <u>Plant one dwarf loropetalum.</u> Moved: Gray Second: Brown Vote: Unanimous	
1276722 202 Dunbarton Request: see work order	This is not that bad-looking compared to many other properties. This is primarily a MAINTENANCE issue. Many photos are attached to work order. Side yard has 9 nandinas. <u>RECOMMEND: Two Phases.</u> B) <u>Initiation of work order to confirm irrigation is available and functioning correctly.</u> C) <u>Let ivy grow to fill in blank spaces. Clear out debris from front yard.</u> Moved: McCrackin Second: Massoni Vote: Unanimous	

Nepenthe Finance Committee April 2025 FINAL.pdf

Nepenthe Homeowners Association – Finance Committee

April 21, 2025

Attendees: Carol Duke, John Apostolo, Julie Valverde, Brian Coates (Board Liaison)

Excused:

Absent:

Homeowners: Mary Gray, Peter Pelkofer, Courtney Delfin, Karen Lowrey, Cheryl Nelson, Ashley Tangeraas

Topic	Objective / Info / Decision	Action
Approval of Prior Meeting Minutes and Action Items	Duke called the meeting to order @ 4:30pm	Apostolo moved to approve and seconded by Valverde
Financial Statement Approval		Apostolo moved to approved and seconded by Valverde
General Manager Update/Board Liaison	- Brian has the mid-April 2025 financials available - No general manager update	Brian to send
Actual vs. Reserve budget variance report 2024 and YTD 2025	- Duke presented the key reserve line items from 2024 (see attached spreadsheet): - Reserve component 23133 Irrigation Repairs/Controller Stations and Misc Landscape Drains; Painting/Structural Repairs/Fencing and Irrigation: Valves were over budget according to the most recent Reserve Study dated Nov 2024. - Duke presented Reserve Tracker Summary for 2024, Jan 2025, Feb 2025, and March 2025, and called out discrepancies in Actuals expenditures. The outcome is pending based on General Manager feedback. (see attached spreadsheet) - Duke presented YTD 2025 actuals vs. budget from 1/1/25 – 3/26/2025. Numbers are not finalized need updated questions from General Manager. (see attached spreadsheet)	- Questions to the General Manager to explain why there are discrepancies for the first three months of the year. - Apostolo noted the Finance Committee should make a recommendation to note the pros and cons of cash vs accrual accounting for the Association.
Deliverables		
Homeowner Comments	- How does the Board address over budgeted line items. - To date the Board is looking forward to a tracking mechanism from the Finance Committee.	
Adjourn	Duke adjourned the meeting @ 5:05PM	

Next meeting: May 19, 2025 @ 4:30PM @ the Clubhouse and Zoom

Submitted by; John Apostolo

Finance Committee Slides 042125.pdf

2025 Reserve Component Actuals

Account #	GL#	Reserve Component		2025	Actuals %
18000/242, 368, 376, 493, 533, 920, 924	N23275	Landscaping-Planting	Total Budget	\$ 447,829	
			Actuals	\$ 43,240	10%
18000/105,155,928	23133	Irrigation	Total Budget	\$ 151,653	
			Actuals	\$ 2,455	2%
18000/365, 368, 380	N23282	Trees	Total Budget	\$ 422,141	
			Actuals	\$ 109,682	26%
4000	L23136	Structural Repairs	Total Budget	\$ 1,255,296	
			Actuals	\$ 476,638	38%
19000	23127	Fencing	Total Budget	\$ 654,564	
			Actuals	\$ 221,611	34%
3000	L23135	Painting	Total Budget	\$ 332,048	
			Actuals	\$ 107,900	32%

2024 Nepenthe Monthly Reserve Actual vs Budget Report

						Percent	Dues per
Account #	Reserve Component	Budget Avg per Month	2024 Budget ¹	2024 EOY Actual ²	Actuals Avg per Month	Variance to Budget	month/per home
Account #	GL#	Reserve Component					
18100/5/7/9	23133	Irrigation Repairs					
18155		Irrigation: Controller stations	\$ 13,831	\$ 165,974	\$ 238,925	\$ 19,910	144%
18928		Misc Landscape Drains					\$ 33.75
18364/5/6/7	N23282	Tree Maintenance: Tree Pruning	\$ 37,361	\$ 448,332	\$ 353,873	\$ 29,489	79%
18368/372/376/380		Tree Maintenance					\$ 49.98
3000		Painting					
4000		Structural Repairs	\$ 166,438	\$ 1,997,260	\$ 2,571,639	\$ 214,303	129%
19000		Fencing					\$ 363.23
18242	N23275	Irrigation: Valves ("Siding Remediation")	\$ 44,167	\$ 530,000	\$ 708,128	\$ 59,011	134%
		Totals	\$ 261,797	\$ 3,141,566	\$ 3,872,565	\$ 322,714	123%
							\$ 546.97

Reserve Tracker Analysis EOY 2024 April 2025 Meeti.pdf

		Reserve Tracker 12/2/24		Total Reserve Tracker 12/2/2024	Reserve Tracker 1/10/25	Reserve Tracker 2/6/25	Reserve Tracker 3/26/25
GL Code	Reserve Component	2024 Expenditures Year to Date Actual	2024 Approved Pending Expenditures	Total	2024 Expenditures Actual	2024 Expenditures Actual	2024 Expenditures Actual
22872	14000 - Recreation						
22960	03500 Painting: Interior						
23014	02000 Concrete	\$191,425.00	\$38,929.00	\$230,354.00	\$230,354.00	\$230,354.00	\$230,354.00
23103	Reserve Interest						
23120	05000 - Roofing	\$53,781.03	\$3,565.00	\$57,346.03	\$60,636.03	\$58,871.03	\$58,871.03
23122	12000 - Pool & 13000 - Spa	\$39,956.62		\$39,956.62	\$39,956.62	\$39,956.62	\$39,956.62
23127	19000 - Fencing	\$567,889.19	\$131,562.81	\$699,452.00	\$741,578.64	\$703,666.47	\$703,666.47
23133	18000/105,155,928 Landscaping-Irrigation	\$169,825.00	\$17,060.00	\$186,885.00	\$203,685.00	\$186,885.00	\$186,885.00
23146	21000 - Signage	\$1,769.75	\$509.57	\$2,279.32	\$2,360.14	\$2,279.32	\$2,279.32
23178	01000 Paving						
23199	31000 - Reserve Study	\$7,000.00		\$7,000.00	\$6,600.00	\$6,600.00	\$6,600.00
L23133	26000 - Outdoor Equipment/Benches						
L23135	03000 Painting: Exterior	\$183,663.34	\$91,300.00	\$274,963.34	\$274,963.34	\$274,963.34	\$274,963.34
L23136	04000 - Structural Repairs	\$1,418,322.23	\$297,301.55	\$1,715,623.78	\$1,255,296.00	\$1,715,623.78	\$1,715,623.78
N22912	23000 - Mechanical Equip						
N22991	20000 - Lighting	\$8,189.00		\$8,189.00	\$8,189.00	\$8,189.00	\$8,189.00
N23017	08000 - Rehab, 22000 - Office Equipment, 24000 -	\$41,479.17	\$3,874.00	\$45,353.17	\$45,353.17	\$45,353.17	\$45,353.17
N23130/23130	32000 - Undesignated	\$226,758.76		\$226,758.76	\$279,368.76	\$279,368.76	\$279,368.76
N23274	17000 - Tennis Court						
N23275	18000/242, 368, 376, 493, 533, 920, 924 - Landscaping-	\$597,315.00	\$30,000.00	\$627,315.00	\$753,495.00	\$627,315.00	\$627,315.00
N23282	18000/365, 368, 380 - Landscaping-Trees	\$187,595.25	\$30,445.00	\$218,040.25	\$236,165.25	\$218,040.25	\$218,040.25
N22911	30000 - Miscellaneous / Underground Utilities	\$4,990.00	\$4,945.00	\$9,935.00	\$12,430.00	\$9,935.00	\$9,935.00
	Totals	\$3,699,959.34	\$649,491.93	\$4,349,451.27	\$4,150,430.95	\$4,407,400.74	\$4,407,400.74

Letter to the Board - Peter Pelkofer.pdf

Board of Directors
Nepenthe Homeowner Association

Re: Change in the CC&Rs Section 10.8 Insurance Deductible

Dear Directors,

I am sure you understand the significance of a change in the CC&Rs and have given it serious consideration. I would however, request you think beyond the options suggested by the survey. Although the reason for the current change is because the cost of the deductible, other provisions of the CC&Rs, dealing with Association insurance need review.

The whole concept of the division of responsibility between the Owners and the Association with regard to insurance needs revision. I believe I should be required to insure my own property with the Association as an added insured to cover losses which it is required to repair and replace. The Association insurance should be limited to the common property and facilities with provision to cover failed Owner insurance compliance. Please consider it.

If you are only going to address Section 10.8, please simply delete it. Insurance Policy Deductibles are the responsibility of the policy holder. That is the Association. Without Section 10.8 the Association is responsible under law and Insurance practice and can determine in any given circumstance how to allocate that cost among the homeowners. As you so clearly stated in your 2024-2025 Insurance Policy Handout "In a community association, like Nepenthe Association, the homeowners have the ultimate responsibility to pay the expenses of the association." The suggested changes only complicate the situation and provide additional and unnecessary verbiage.

Nepenthe's CC&R's have not been revised since 2015. Section 10.8 was in the original CC&Rs. The whole concept of how the Association provides insurance and what the Association and the Owners should be responsible for requires a review. The Board should appoint a special committee to consider this matter. There are homeowners with expertise in insurance and the law capable of providing of comprehensive review and recommendations on all CC&R insurance provisions. The Board should take advantage.

Attached please find some of my comments on the provision of the Survey for your consideration.

Sincerely,

Peter Pelkofer

Option 1 Cap on Deductible

If a policy of insurance maintained by the Association covers a loss on an Owner's Residence, the Owner shall be responsible for paying the deductible on said policy of insurance to the amount of that Owner's insured loss assessment. If more than one Owner's Lot is impacted by the covered loss, each Owner impacted shall pay an equal portion of the deductible. Any Owner not carrying loss assessment insurance shall pay the equivalent to the median loss assessment coverage currently offered by HO-6 insurance carriers as provided herein. If any Owners fails to reimburse the Association for the deductible upon written demand or does not have loss assessment insurance coverage, the Association shall have the right to recover the Owner's portion of the deductible through imposition of a Special Individual Assessment against the Owner, in accordance with Section 8.4, above. An Owner shall also be responsible for paying all insurance deductibles for claims related to coverage on their Residence on any individual policies of insurance carried by the Owner.

Comments:

A. Provisions of “loss assessment” on HO-6 policies may require that to invoke a loss assessment it must be against a direct loss to property, owned by All members and made equally against ALL owners.

B. Loss Assessment coverage is general included with all HO-6 policies, but the amount is limited and may not match or exceed the required deduction.

C. The Association already has the right to recover by Special Assessment amount for which an Owner is liable.

D. An Owner is already responsible for insurance deductible on any policies carried by the owner.

The provisions of C. and D. are superfluous.

Option 2 Association Pays Deductible

If a policy of insurance maintained by the Association cover a loss on an Owner’s Residence, the Association shall be responsible for paying the deductible on said policy of Insurance.

Depending on the funds available to the Association to pay the insurance deductible, all Owners may be subjected to a Special Assessment reflecting a pro-rata share of the deductible amount paid. An Owner shall also be responsible for paying all insurance deductibles for claims related coverage on their Residences on any individual policies carried by the Owner.

Comments:

A. An insurance policy purchased and maintained by the Association would require the holder of the policy to pay the deductible in the event of a payable loss. A simple deletion of Section 10.8 would accomplish this without and additional language.

B. Including the language “Depend on the funds available to the Association”, creates a looming problem. The Association has no fund allocated for the payment of insurance deductibles. So which funds would be considered “available”. Operating funds, reserves, or only a Special Assessment, which is already within the Association authority under the CC&Rs.

C. An Owner is already responsible for paying the deductible on any policies that the Owner has. Language again unnecessary and superfluous.

Option 3 Allocation of Deductible

The amount of any deductible shall be paid by the Association and /or Owner as provided herein or pursuant to Association Rules adopted by the Board. When a claim is made on the Association’s fire and hazard insurance policy, an Owner is responsible for payment for repair of damage up to the amount of the fire and hazard insurance policy deductible in the following circumstances:

(a) Where the damage is caused by the fault or negligence of the Owner or that Owner’s tenant or household guest, or agent, as determined by the Board, and/or

(b) Where damage is caused by the failure of some portion of, or component, in such Owner’s Lot , which the Owner is responsible for maintaining, repairing, or replacing.

In other circumstances where only one Lot is impacted and subsections 10.8(a) or (b) above do not apply, the Association shall pay all or a portion of the deductible, or may allocate the deductible between the Owner and Association as determined by the Board.

In cases where the damage affects more than one Lot, or a Lot and the Common Area, and subsections 10.8 (a) or (b) above do not apply, each Owner is responsible for the cost to repair the Owner’s Lot and the damaged Common Area up to the amount of the Association fire and hazard insurance policy deductible. In this circumstance the deductible

shall be allocated equally among the impacted Owners and the Association as may be determined by the Board.

Comment:

A. The payment of the deductible should not be determined by a rule of the Board. Rules can be changed too easily and are subject to the proclivity of any given Board.

B. The determination of the Board of what might have caused damage to an Owner's lot or their responsibility to maintain it, is placing a burden on the Board that is beyond what should be required. The need to determine fault by the Board, places volunteer members of the community in a position of having to decide neighbor's culpability and the responsibility for significant sums of money. The provision of this Option are legal drafting run amuck. Exercise of this provision would undoubtedly lead to litigation.

Insurance 101 for Nepenthe - Thoughts on Insurance and the Deductible

An Insurance policy is an agreement/legal contract between the Insurance Company and the Insured. The insurance company agrees to cover the damage/loss (to the extent provided by the policy) in exchange for the payment of a premium paid by the insured. The insured is referred to in the policy as the "Named Insured". The Nepenthe Association is the named insured on the Associations' insurance policy. Individual homeowner are not a party to the policy/contract. The deductible provision of the contract is "payable" by the Named Insured.

In order for something to be insured, the Insured must have ownership or other legal interest, or what is known in law as and "insurable interest". Nepenthe's insurable interest is the requirement (in the CC&R's Article V, Section 5.1.), "to maintain, repair and replace "the buildings, including portions of our individual homes.

If a loss occurs to an individual owner's property covered under the policy and the Association's responsibility, Nepenthe as the Named Insured must make the claim and Nepenthe is responsible to pay the deductible. The individual owner is not a party to the policy and as such can neither make a claim nor pay the deductible.

Section 10.8 by its terms transfers responsibility from the Association to the individual owner for payment of the deductible. It requires repayment to Nepenthe of the deductible, which is outside the insurance/ contract provisions. It is part of the agreement (the CC&R's) between the Owner and the Association.

The Association should be free at the time of the loss to determine how it will pay the deductible and if and how to allocate its payment to individual Owners. Elimination of Section 10.8 by deleting it will provide that option.

Letter to the Board - Andrew Barrios.docx

Attention, Board of Directors; there needs to be a fourth option for voters to view that would be simply; “indemnify homeowner from any deductible”..(homeowner not responsible whatsoever for any deductible on outside damage to the home/unit)... as well, I don't see what the urgency is to this matter.. i'd like an explanation...

Andrew Barrios

RESPONSES TO APRIL 2025 OPEN MEETING - FINAL.pdf

RESPONSES TO April 2025 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.

[] INDICATES RESPONSES PROVIDED DURING THE MEETING

1. **DON LANDSLITTEL:** When will homeowners receive the updated dues comparison chart requested at the March meeting?

[GM replied that it was included with the Friday update issued after the March Open meeting.]

2. **ANDREW BARRIOS:** Where is Peter Lewicki?

[GM replied that he is out of town.]

3. **DALE SHAW:** What will we use for landscaping instead of rock or bark?

[Mary Gray replied, “drought-tolerant ground cover”.]

4. **RICARDO PINEDA:** Two questions –

a) Why is Nepenthe paying for repairs to City sidewalks?

[GM replied that City code says the homeowner facing the sidewalk is responsible for repairing the sidewalk.]

b) On 1013 Dunbarton the color of a recent concrete pour is very light.

[GM mentioned it might be a texture issue but will check the area.]

5. **PETER PELKOFER:** Has two issues –

a) Feels there is a conflict of interest in having the arborist for the same company that does the cutting. We should hire an independent arborist.

b) A letter he sent to the Board was received too late to be in the packet. (copies were provided to Directors at the meeting.) Before the Board makes a decision on any potential CC&R change, the legal writing on the current options is poorly drafted. He would like the Board to consider his additional (4th) option.

BOARD RESPONSE:

- a) Nepenthe currently has a contract with a landscaping vendor that provides tree service through a wholly owned subsidiary. Past contracts for tree work have also used a company arborist to recommend work to be done by their company. All landscaping proposals are reviewed by the Board and work performed is only after Board approval. This practice can be compared to taking your automobile for repair and having a mechanic diagnose the issue and make the repairs after your approval.
- b) the letter will be reviewed by the Board as well as the suggested additional option that the Board appoint a committee to review the matter.

6. **BILL WHITE:** Bill read a letter about the insurance deductible issue. He feels CC&R sections 5.1 and 10.8 conflict. He suggests a modification to 10.8 to hold homeowners responsible for the deductible and any amount not covered by insurance only if the homeowner is at fault for the damage.

BOARD RESPONSE: The Board will continue to seek homeowner opinions about possible CC&R changes. Decisions will be made in congress with legal and insurance experts.

7. **BONNIE JACOBSON:** Would like a Finance Committee summary at Open meetings.

[GM mentioned that Finance Committee meetings are summarized in their minutes and their meetings are recorded in Zoom.]

BOARD RESPONSE: Your request will be discussed/reviewed with the Finance Committee. In the interim, our Nepenthe website has been improved to include financial information reviewed and shared at both the Finance Committee meetings and the Open board meetings. These documents can be found under the “Resources” tab, “Document Resources.”

CORRESPONDENCE

1. **MARKUS DASCHER:** Has multiple questions on the CC&R survey –

- a) costs to compile survey questions
- b) is there a deadline to respond
- c) What is the Board planning to do with the survey information?
- d) Is the Board’s plan to change the CC&Rs?
- e) How much is it going to cost to change the CC&Rs?
- f) How many homeowners need to vote to get changes to the CC&Rs to pass?

BOARD RESPONSE:

- a) To date, \$1,410 has been spent in legal fees and the use of survey software.
- b) April 17, 2025, at 5PM

- c) the survey is designed to get information on homeowner preference about covering insurance deductibles
- d) The Board will make a decision on what option to put on the ballot. The entire community will vote on changing the CC&Rs.
- e) At this time, we do not have an estimate of costs to hold a full election for the CC&Rs. The cost can vary depending on mailing costs, legal fees and recording fees.
- f) 296 (half of the 590 homeowners + 1)

OpenSession_04022025_Minutes.pdf

NEPENTHE ASSOCIATION

Open Session

Nepenthe Clubhouse
April 2 2025 – 6:00 PM





NEPENTHE ASSOCIATION

Open Session

April 2, 2025 6:00 PM
Nepenthe Clubhouse
1131 Commons Drive
Sacramento, CA

MINUTES

Directors Present

COURTENAY DELFIN - President
CHERYL NELSON TRUSTEE - Vice President
NINA WHITE TTEE - Member at Large
BRIAN COATES - Treasurer

Directors Absent

PETER LEWICKI - Secretary

Additional Attendees

Nicole Marks, CMCA, AMS - General Manager, FirstService Residential
Trevon McCrea - Administrative Assistant, FirstService Residential

I. CALL TO ORDER

The meeting was called to order at 6PM.

II. EXECUTIVE SESSION ACKNOWLEDGEMENT/ANNOUNCEMENT

In accordance with Civil Code Section 4935(a) the Board met in Executive Session on April 1, 2025 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 during the April 1st meeting:

- The Board approved proposal from the Browning Reserve Group for the 2026 Reserve Study in the amount of \$1,000 - *This proposal was approved unanimously*
- The Board approved 2 proposals from Critical Path Reconstruction for fencing repairs at 1497 University and 1611 University totaling \$20,077.44 - *The proposals were approved unanimously*
- The Board approved 2 proposals from Critical Path Reconstruction for siding/trim repairs at 717 Dunbarton and 1497 University totaling \$1,252.08 - *The proposals were approved unanimously*
- The Board approved 11 proposals from Carson Landscape for irrigation repairs across the community totaling \$33,080- *The proposals were approved unanimously*
- The Board approved proposal from Sparkling Clear Pools for pool filter cartridges (28 in total) in all pools and spas totaling \$4,540- *The proposal was approved unanimously*
- The Board approved 2 proposals from City of Sacramento for public sidewalk repairs at 1473 and 1533 University totaling \$13,129.33 - *The proposals were approved unanimously*

III. REPORTS

A. GENERAL MANAGER'S REPORT

Nicole Marks, General Manager, provided the work order report and provided a brief visual of the new website to be officially launched by Monday, April 7th.

B. CONSTRUCTION MANAGER'S REPORT

The General Manager, Nicole Marks, provided a construction update verbally and updated progress for Phase 2 and the upcoming Phase 3.

C. BOARD PRESIDENT REPORT

The Board President, Courtenay Delfin, provided a brief update on the CC&R Survey that is circulating the community with a due date now of April 17th at 5pm. Also briefly discussed the possibly of adding crime reports back into the newsletter if community would be interested.

IV. COMMITTEE UPDATES

A. ARCHITECTURAL COMMITTEE

Resolved

The Board affirms the committee's recommendations below:

Address	Modification	Recommendation
2 Colby	Window Replacement	Approval with Conditions
2316 Swarthmore	Trellis Replacement	Approval
2316 Swarthmore	Patio Hardscape Replacement	Approval
2316 Swarthmore	Garden Features	Approval
2316 Swarthmore	Wiring and Conduit Installation	Approval
1350 Commons	Fence Relocation	Approval Not Recommended

Motion: CHERYL NELSON TRUSTEE
Second: NINA WHITE TTEE

► **Resolved**
The motion passed unanimously

B. OUTREACH COMMITTEE

Marcy Best provided a verbal update for the Outreach Committee including the Easter Event on April 19th and the Parking Lot sale on May 17th.

C. ILS COMMITTEE

Cheryl Nelson provided a verbal update for the ILS committee which included the CC&R survey feedback from the committee and installation of no trespassing signs at the amenity gates.

D. GROUNDS COMMITTEE

Mary Gray provided a verbal update on the Grounds Committee including the committee exploring other ground cover options besides rocks and bark. Courtenay Delfin also provided update on approvals of Grounds recommendations.

E. FINANCE COMMITTEE

Carol Duke provided a verbal update for the Finance Committee.

F. NOMINATING/ELECTION COMMITTEE

The Nominating Committee announced the 6 candidates that will be running in the upcoming Director election in May (listed below in alphabetical order by last name):

- 1. Andrew Barrios
- 2. Jane Brown
- 3. Mary Gray
- 4. Cheryl Nelson
- 5. Ricardo Pineda
- 6. Nina White

V. HOMEOWNER CORRESPONDENCE

A. HOMEOWNER CORRESPONDENCE - 04.02.25

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

B. HOMEOWNER COMMENT/CORRESPONDENCE FOLLOW UP - 03.05.25

The Board provided written responses to all Homeowner Correspondence received for the March 2025 Open Session Board Meeting.

VI. CONSENT CALENDAR

Resolved

The Board approves Consent Calendar Items A-D as presented.

Motion: COURTENAY DELFIN
Second: BRIAN COATES

► **Resolved**
The motion passed unanimously

A. OPEN SESSION MINUTES - MARCH 5, 2025

Resolved

The Board approves the Open Session Minutes dated March 5, 2025 as presented.

B. FINANCIAL STATEMENT - FEBRUARY 2025

Resolved

The Board accepts the Association’s income statement for February 2025 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 \$154,425.09 and year-to-date reserve funding of \$231,792.91 compared to the year-to-date reserve funding budget of \$346,960. The actual year-to-date operating expenses were \$501,041.58. The budgeted year-to-date operating expenses were \$486,940. The association has \$251,543.89 in operating funds, which represents 0.60 months of budgeted expenses and reserve contributions. The association has \$8,136,259.45 in reserve funds.

C. RECORD LIEN RESOLUTION

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
3/10/25	2356-01	\$3,453.92	X	

D. 2024 TAXES & YEAR-END FINANCIAL REVIEW

Resolved

The Board approves the taxes and to send the 2023-2024 Annual Financial Review prepared by Levy, Erlanger & Company, LLP to the membership within 120 days of fiscal year end.

VII. HOMEOWNER FORUM

Multiple homeowners addressed the community/board regarding misc. topics including: CC&R revisions, landscaping, and insurance.

VIII. NEXT BOARD MEETING

The Association’s next open Board meeting will be held May 7, 2025, at 6:00 pm.

IX. ADJOURN

The meeting was adjourned at 6:51PM.

APPROVED

DATE

NEP 03-25 FINANCIAL.pdf

NEPENTHE ASSOCIATION

CASH BASIS FINANCIAL STATEMENTS

FOR THE MONTH AND THREE MONTH(S) ENDED
MARCH 31, 2025

CONTENTS

FINANCIAL SUMMARY REPORT	
CASH FLOW REPORT	
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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, 2025

For the Month Ended: March 31, 2025

Operating cash	189,545.47	251,543.89	Decrease in Cash	(61,998.42)
Reserve cash	8,179,906.31	8,136,259.45	Increase in Cash	43,646.86
Adj Operating Cash (see note 1)	119,074.88	187,396.11	Decrease in Cash	(68,321.23)

Average budgeted expenses / month	416,950.00
Average # of months of available cash	0.45
Percent Funded Per 2024 Reserve Study	186.0%

ASSESSMENT SUMMARY

Prepaid Utilities	
Monthly Assessment Budget	388,810.00
Assessment Cash Received	413,148.13

Total Assessments Receivable

0-30 days late (see note 2)	0.00
31-60 days late	17,639.84
61-90 days late	4,870.30
over 90 days late	31,143.37
Total Assessments Due	53,653.51

Other Receivable

Other Receivable	105,638.49
Past Residents Assessments Rec.	16,788.48

Prepaid Assessments	70,470.59
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OPERATING SUMMARY

Category	March Expenses	YTD Expenses	YTD Budget	YTD Variance	Negative YTD Variances>\$2000
Utilities	47,325	76,426	111,564	35,138	
Landscape	48,880	149,640	146,640	(3,000)	LANDSCAPE \$3K MORE THAN BUDGET 1-TIME
Common Area	21,576	118,528	72,486	(46,042)	GUTTER/DOWNSPOUT+PLUMBING
Management/On-Site Admin	38,299	132,262	120,717	(11,545)	PAYROLL, TAXES, WEBSITE
Insurance	66,983	247,249	279,003	31,754	
Total Operating Expenses	223,063	724,105	730,410	6,305	Spending underbudget year-to-date
YTD Profit/(Loss)		92,939			

RESERVE SUMMARY

Contribution to Reserves this month:	284,334.00	Reserve Disbursements this month:	262,533.03
Contribution to Reserves Year-to-Date:	457,814.00	Reserve Disbursements Year-to-Date:	1,347,586.23
Interest on reserve funds Year-to-Date	79,148.80		

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

Sources/Uses		Operations	Reserves
Beginning Balance	1/1/2024	89,192	8,937,750
Plus	Income	1,354,006	
	Reserve Investment Income		79,149
	Contributions to Reserves		457,814
Less	Operating Expenses	(724,105)	
	Reserve Funding	(457,814)	
	Reserve Expenses		(1,347,586)
Ending Balance	3/31/2025	189,545	8,179,906

Budget Report

Actual Income - Year-to-date	\$ 1,354,005.98
Budgeted Income - Year-to-date	<u>\$ 1,250,850.00</u>
Produced a positive Year-to-date income variance of	\$ 103,155.98
Actual Expenses and Reserve Contribution - Year-to-date	\$ 1,261,067.31
Budgeted Expenses and Reserve Contribution - Year-to-date	<u>\$ 1,250,850.00</u>
Produced a negative Year-to-date operating expenses variance of	\$ (10,217.31)
The two combined variances produced a positive Year-to-date variance of	\$ 92,938.67

Other Information

Unpaid assessments at	3/31/2025	were:	\$ 53,653.51
Prepaid assessments at	3/31/2025	were:	\$ 70,470.59

NEPENTHE ASSOCIATION
COMPARATIVE BALANCE SHEET
03/31/2025

04/18/2025 10:58 AM Page: A 1

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	195,265.96	251,543.89
PETTY CASH	150.00	150.00
RESERVE ACCOUNT FUNDS	8,174,185.82	8,136,259.45
TOTAL CASH AND INVESTMENTS	8,369,601.78	8,387,953.34
OTHER ASSETS		
UNFUNDED RESERVES	346,930.00	371,044.00
TOTAL OTHER ASSETS	346,930.00	371,044.00
TOTAL ASSETS	8,716,531.78	8,758,997.34
LIABILITIES		

ACCOUNTS PAYABLE	90,750.00	60,500.00
UNFUNDED RESERVES	346,930.00	371,044.00
PROCESSING FEES	0.00	512.00
TOTAL LIABILITIES	437,680.00	432,056.00
MEMBERS EQUITY		

GENERAL RESERVE FUND BALANCE	8,179,906.31	8,136,259.45
OPERATING FUND BALANCE-BEG OF YEAR	36,256.80	36,256.80
CURRENT YEAR INCOME/(LOSS)	62,688.67	154,425.09
TOTAL LIABILITIES & MEMBERS EQUITY	8,716,531.78	8,758,997.34

NEPENTHE ASSOCIATION
RESERVE FUND BALANCES SUPPORT SCHEDULES
03/31/2025

04/18/2025 10:59 AM Page: C 1

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	0.00	0.00	79,148.80	0.00	0.00	79,148.80
22872 GYM/WORKOUT FACILITY	14,017.11	0.00	408.00	0.00	0.00	14,425.11
22960 PAINTING-INTERIOR RESERVES	6,338.62	0.00	184.50	0.00	0.00	6,523.12
23014 CONCRETE REPAIRED RESERVES	108,220.33	0.00	3,150.00	0.00	0.00	111,370.33
23058 GENERAL RESERVES	0.00	0.00	0.00	(25,306.55)	(810.00)	(26,116.55)
23120 ROOF RESERVES	3,349,676.81	0.00	97,500.00	(2,125.00)	(6,480.00)	3,438,571.81
23122 POOL/SPA RESERVES	106,828.92	0.00	3,109.50	0.00	0.00	109,938.42
23127 FENCING RESERVES	361,971.23	0.00	10,536.00	(43,574.75)	(189,984.61)	138,947.87
23130 CONTINGENCY RESERVES	52,610.00	0.00	0.00	0.00	0.00	52,610.00
23133 IRRIGATION RESERVES	126,875.45	0.00	3,693.00	(875.00)	(18,380.00)	111,313.45
23136 SHINGLE RESERVES	0.00	0.00	0.00	45,377.06	(45,377.06)	0.00
23146 SIGNS RESERVES	29,940.96	0.00	871.50	(48.49)	(717.63)	30,046.34
23178 PAVING RESERVES	557,592.36	0.00	16,230.00	0.00	0.00	573,822.36
23199 RESERVE STUDY RESERVES	7,833.09	0.00	228.00	0.00	0.00	8,061.09
23201 PRIOR YEAR FUNDING	0.00	0.00	197,594.00	0.00	0.00	197,594.00
L23133 OUTDOOR EQUIPMENT RSRV	14,274.78	0.00	415.50	0.00	0.00	14,690.28
L23135 PAINT EXTERIOR RSRV	634,274.19	0.00	18,462.00	(41,500.00)	(66,400.00)	544,836.19
L23136 STRUCTURAL REPAIRS RSRV	1,925,651.89	0.00	56,050.50	(167,245.30)	(373,698.61)	1,440,758.48
N22911 UNDERGROUND UTILITY RSRV	97,913.63	0.00	2,850.00	0.00	(2,495.00)	98,268.63
N23017 CLUBHOUSE RENOVATION RSRV	84,772.58	0.00	2,467.50	0.00	(2,737.79)	84,502.29
N23130 MISCELLANEOUS RSRV	16,748.38	0.00	487.50	0.00	0.00	17,235.88
N23274 TENNIS COURT RSRV	69,003.34	0.00	2,008.50	0.00	0.00	71,011.84
N23275 GROUNDS RESERVE	695,702.11	0.00	33,810.00	(635.00)	(276,765.00)	452,112.11
N23282 TREE REMOVAL ANNUAL MAINT RSRV	698,794.12	0.00	6,780.00	(26,600.00)	(101,207.50)	577,766.62
N22991 POLE LIGHT REPAIRS RSRV	33,599.84	0.00	978.00	0.00	0.00	34,577.84
TOTAL GENERAL RESERVES	8,992,639.74	0.00	536,962.80	(262,533.03)	(1,085,053.20)	8,182,016.31

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----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
REVENUE									
413,148.13	388,810	24,338.13	14000	HOMEOWNER ASSESSMENT REVENUE	1,191,446.09	1,166,430	25,016.09	4,665,720	3,474,273.91
6,161.42	2,000	4,161.42	14087	EASEMENT AGREEMENT	6,161.42	6,000	161.42	24,000	17,838.58
240.19	150	90.19	14101	INTEREST ON PAST DUE ASSESSMENTS	1,386.65	450	936.65	1,800	413.35
0.00	50	(50.00)	14110	KEY REVENUE	110.00	150	(40.00)	600	490.00
1,035.00	350	685.00	14113	CLUBHOUSE RENTAL	2,100.00	1,050	1,050.00	4,200	2,100.00
67.74	0	67.74	14116	CC&R VIOLATIONS/FINES	607.74	0	607.74	0	(607.74)
0.00	1,400	(1,400.00)	14122	INSURANCE REIMBURSEMENT	953.00	4,200	(3,247.00)	16,800	15,847.00
176.33	0	176.33	14162	OPERATING INTEREST REVENUE	180.58	0	180.58	0	(180.58)
20,835.89	0	20,835.89	14163	RESERVE INTEREST REVENUE	79,148.80	0	79,148.80	0	(79,148.80)
25,081.70	24,190	891.70	14309	WATER REIMBURSEMENTS	71,911.70	72,570	(658.30)	290,280	218,368.30
466,746.40	416,950	49,796.40		TOTAL REVENUE	1,354,005.98	1,250,850	103,155.98	5,003,400	3,649,394.02
RESERVE CONTRIBUTION									
136.00	272	136.00	19572	GYM/WORKOUT FACILITIES RESERVES	408.00	816	408.00	3,264	2,856.00
61.50	123	61.50	19660	PAINTING-INTERIOR RES	184.50	369	184.50	1,476	1,291.50
1,050.00	2,100	1,050.00	19714	CONCRETE REPAIR RESERVE	3,150.00	6,300	3,150.00	25,200	22,050.00
20,835.89	0	(20,835.89)	19803	GENERAL RESERVE INTEREST	79,148.80	0	(79,148.80)	0	(79,148.80)
32,500.00	65,000	32,500.00	19820	ROOF RESERVE	97,500.00	195,000	97,500.00	780,000	682,500.00
1,036.50	2,073	1,036.50	19822	POOL/SPA RESERVE	3,109.50	6,219	3,109.50	24,876	21,766.50
3,512.00	7,024	3,512.00	19827	FENCING RESERVE	10,536.00	21,072	10,536.00	84,288	73,752.00
1,231.00	2,462	1,231.00	19833	IRRIGATION RESERVE	3,693.00	7,386	3,693.00	29,544	25,851.00
290.50	581	290.50	19846	SIGN RESERVE	871.50	1,743	871.50	6,972	6,100.50
5,410.00	10,820	5,410.00	19878	PAVING RESERVE	16,230.00	32,460	16,230.00	129,840	113,610.00
76.00	152	76.00	19899	RESERVE STUDY	228.00	456	228.00	1,824	1,596.00
197,594.00	0	(197,594.00)	19901	PRIOR YR FUNDING	197,594.00	0	(197,594.00)	0	(197,594.00)
138.50	277	138.50	L19833	OUTDOOR EQUIPMENT RSRV	415.50	831	415.50	3,324	2,908.50
6,154.00	12,308	6,154.00	L19835	PAINTING EXTERIOR RESERVE	18,462.00	36,924	18,462.00	147,696	129,234.00
18,683.50	37,367	18,683.50	L19836	STRUCTURAL REPAIRS RSRV	56,050.50	112,101	56,050.50	448,404	392,353.50
950.00	1,900	950.00	N19611	UNDERGROUND UTILITY REPR RSV	2,850.00	5,700	2,850.00	22,800	19,950.00
326.00	652	326.00	N19691	POLE LIGHT REPR RSV	978.00	1,956	978.00	7,824	6,846.00
822.50	1,645	822.50	N19717	CLBHOUSE REMODEL INTERIOR RENOVATI	2,467.50	4,935	2,467.50	19,740	17,272.50
162.50	325	162.50	N19830	MISCELLANEOUS RSV	487.50	975	487.50	3,900	3,412.50
669.50	1,339	669.50	N19974	COMMON TENNIS CRT RSV	2,008.50	4,017	2,008.50	16,068	14,059.50
6,750.00	13,500	6,750.00	N19975	GROUNDS RSV	20,250.00	40,500	20,250.00	162,000	141,750.00
6,780.00	13,560	6,780.00	N19982	TREE REM/ ANNL MAINT RSV	20,340.00	40,680	20,340.00	162,720	142,380.00
305,169.89	173,480	(131,689.89)		TOTAL RESERVE CONTRIBUTION	536,962.80	520,440	(16,522.80)	2,081,760	1,544,797.20
161,576.51	243,470	(81,893.49)		AVAILABLE OPERATING REVENUE	817,043.18	730,410	86,633.18	2,921,640	2,104,596.82
OPERATING EXPENSES									
UTILITIES									

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3,712.40	4,337	624.60	15101	ELECTRICITY	10,782.50	13,011	2,228.50	52,044	41,261.50
3,247.33	2,164	(1,083.33)	15102	GAS	9,564.00	6,492	(3,072.00)	25,968	16,404.00
696.05	510	(186.05)	15103	REFUSE COLLECTION	2,062.13	1,530	(532.13)	6,120	4,057.87
164.24	172	7.76	15105	TELEPHONE EXPENSE	492.72	516	23.28	2,064	1,571.28
7,279.65	5,865	(1,414.65)	15106	WATER	19,677.46	17,595	(2,082.46)	70,380	50,702.54
31,449.62	23,600	(7,849.62)	15106R	REIMBURSABLE WATER USAGE	31,449.62	70,800	39,350.38	283,200	251,750.38
775.60	540	(235.60)	15155	INTERNET EXPENSE	2,397.17	1,620	(777.17)	6,480	4,082.83
47,324.89	37,188	(10,136.89)		TOTAL UTILITIES	76,425.60	111,564	35,138.40	446,256	369,830.40
				LAND MAINTENANCE					
48,880.00	48,880	0.00	15500	CONTRACT LANDSCAPE SERVICE	149,640.00	146,640	(3,000.00)	586,560	436,920.00
48,880.00	48,880	0.00		TOTAL LAND MAINTENANCE	149,640.00	146,640	(3,000.00)	586,560	436,920.00
				COMMON AREA					
4,050.00	3,475	(575.00)	16020	CONTRACT POOL/SPA SERVICE	12,150.00	10,425	(1,725.00)	41,700	29,550.00
0.00	85	85.00	16022	POOL EQUIPMENT REPAIR	0.00	255	255.00	1,020	1,020.00
683.00	210	(473.00)	16027	POOL INSPECTION	683.00	630	(53.00)	2,520	1,837.00
3,050.00	210	(2,840.00)	18457	PLUMBING REPAIR	10,650.00	630	(10,020.00)	2,520	(8,130.00)
405.00	1,300	895.00	18524	MATERIAL SUPPLIES	504.51	3,900	3,395.49	15,600	15,095.49
150.00	335	185.00	18526	PEST CONTROL	2,230.00	1,005	(1,225.00)	4,020	1,790.00
2,490.00	2,657	167.00	18531	JANITORIAL SERVICE	7,595.00	7,971	376.00	31,884	24,289.00
0.00	192	192.00	18532	JANITORIAL SUPPLIES	0.00	576	576.00	2,304	2,304.00
116.00	65	(51.00)	18534	FIRE EXTINGUISHER SERVICE	291.13	195	(96.13)	780	488.87
130.00	0	(130.00)	18544	LIGHT REPAIRS	806.00	0	(806.00)	0	(806.00)
669.13	700	30.87	18579	PATROL SERVICE	2,209.14	2,100	(109.14)	8,400	6,190.86
1,370.00	9,833	8,463.00	18736	GUTTER & DOWNSPOUT CLEANING	60,740.00	29,499	(31,241.00)	117,996	57,256.00
8,175.81	4,166	(4,009.81)	18767	REPAIR & MAINTENANCE	19,949.62	12,498	(7,451.62)	49,992	30,042.38
0.00	709	709.00	18771	BACKFLOW DEVICE TEST	0.00	2,127	2,127.00	8,508	8,508.00
162.14	140	(22.14)	18905	KITCHEN SUPPLIES	328.60	420	91.40	1,680	1,351.40
125.00	85	(40.00)	18986	FITNESS CONTRACT	390.94	255	(135.94)	1,020	629.06
21,576.08	24,162	2,585.92		TOTAL COMMON AREA	118,527.94	72,486	(46,041.94)	289,944	171,416.06
				MANAGEMENT/ON-SITE ADMIN EXP					
299.00	200	(99.00)	18001	COMMUNITY WEBSITE	1,678.88	600	(1,078.88)	2,400	721.12
0.00	100	100.00	18003	COMMUNITY EVENTS/PROGRAMS	0.00	300	300.00	1,200	1,200.00
7,800.00	8,190	390.00	19109	CONTRACT MANAGEMENT	23,400.00	24,570	1,170.00	98,280	74,880.00
2,170.00	181	(1,989.00)	19101	CPA SERVICES	2,170.00	543	(1,627.00)	2,172	2.00
(1,260.00)	25	1,285.00	19106	TAXES & LICENSES	(1,260.00)	75	1,335.00	300	1,560.00
1,751.00	1,675	(76.00)	19108	GENERAL COUNSEL SERVICE	4,032.29	5,025	992.71	20,100	16,067.71
3,499.50	3,334	(165.50)	19111	MANAGEMENT REIMBURSABLE	13,952.43	10,002	(3,950.43)	40,008	26,055.57
221.55	21	(200.55)	19112	POSTAGE, ON-SITE	221.55	63	(158.55)	252	30.45
490.00	100	(390.00)	19117	DUES & PUBLICATIONS	625.00	300	(325.00)	1,200	575.00

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11.00	35	24.00	19119	BANK FEES	105.00	105	0.00	420	315.00
14,513.85	16,625	2,111.15	19124	ON-SITE STAFF	50,809.23	49,875	(934.23)	199,500	148,690.77
520.00	583	63.00	17209	PAYROLL PROCESSING FEES	1,560.00	1,749	189.00	6,996	5,436.00
(1,817.46)	0	1,817.46	19126	DELINQUENCY MONITORING	(5,939.70)	0	5,939.70	0	5,939.70
1,521.50	100	(1,421.50)	19132	OPERATING CONTINGENCY	1,521.50	300	(1,221.50)	1,200	(321.50)
583.25	317	(266.25)	19172	ACCOUNTING REIMBURSABLES	3,098.75	951	(2,147.75)	3,804	705.25
(290.34)	125	415.34	19174	AMS COLLECTION EXPENSE	1,581.03	375	(1,206.03)	1,500	(81.03)
0.00	85	85.00	19178	PROPERTY TAX	2,713.07	255	(2,458.07)	1,020	(1,693.07)
8,689.83	7,773	(916.83)	19247	PAYROLL TAXES & BENEFITS	29,690.33	23,319	(6,371.33)	93,276	63,585.67
534.14	125	(409.14)	19295	ON-SITE OFFICE SUPPLIES	924.29	375	(549.29)	1,500	575.71
(937.81)	645	1,582.81	19382	COPIER LEASE	1,378.47	1,935	556.53	7,740	6,361.53
38,299.01	40,239	1,939.99		TOTAL MANAGEMENT/ON-SITE ADMIN E	132,262.12	120,717	(11,545.12)	482,868	350,605.88
				INSURANCE					
59,882.95	59,426	(456.95)	19107	INSURANCE	179,648.85	178,278	(1,370.85)	713,112	533,463.15
37,350.00	33,575	(3,775.00)	DC19307	FLOOD INSURANCE	97,850.00	100,725	2,875.00	402,900	305,050.00
97,232.95	93,001	(4,231.95)		TOTAL INSURANCE	277,498.85	279,003	1,504.15	1,116,012	838,513.15
253,312.93	243,470	(9,842.93)		TOTAL OPERATING EXPENSES	754,354.51	730,410	(23,944.51)	2,921,640	2,167,285.49
(91,736.42)	0	(91,736.42)		NET INCOME/(LOSS)	62,688.67	0	62,688.67	0	(62,688.67)

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	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
REVENUE													
14000 HOMEOWNER ASSESSMENT REVENUE	368124	370812	349054	378288	350317	360084	375307	347324	371555	403307	374991	413148	4462312
14087 EASEMENT AGREEMENT	0	7816	0	0	3233	0	0	6218	0	0	0	6161	23428
14101 INTEREST ON PAST DUE ASSESSMEN	66	299	450	31	71	115	786	62	262	413	733	240	3528
14110 KEY REVENUE	50	60	145	85	40	50	80	20	10	70	40	0	650
14113 CLUBHOUSE RENTAL	0	725	1835	-625	995	415	555	930	1370	675	390	1035	8300
14116 CC&R VIOLATIONS/FINES	620	620	0	596	682	658	1393	20	558	540	0	68	5755
14121 INTEREST REVENUE	0	0	0	0	0	0	0	230	0	0	0	0	230
14122 INSURANCE REIMBURSEMENT	4993	225	0	10800	450	-225	0	450	225	0	953	0	17871
14132 MISCELLANEOUS REVENUE	0	0	0	0	0	0	60	0	0	0	0	0	60
14162 OPERATING INTEREST REVENUE	272	255	235	243	273	254	246	0	72	2	2	176	2030
14163 RESERVE INTEREST REVENUE	28263	70026	37279	38608	19567	43106	15486	49948	49041	31993	26319	20836	430472
14357 RESERVE CONTRIBUTION	0	0	0	0	0	750	465	0	0	0	0	0	1215
14309 WATER REIMBURSEMENTS	0	0	0	0	0	0	0	41	1230	23816	23014	25082	73183
TOTAL REVENUE	402387	450838	388998	428026	375627	405207	394377	405242	424324	460817	426442	466746	5029032
RESERVE CONTRIBUTION													
19572 GYM/WORKOUT FACILITIES RESERVE	272	272	136	272	544	408	0	272	0	0	272	136	2584
19660 PAINTING-INTERIOR RES	202	202	101	202	404	303	0	202	0	0	123	62	1801
19714 CONCRETE REPAIR RESERVE	2100	2100	1050	2100	4200	3150	0	2100	0	0	2100	1050	19950
19803 GENERAL RESERVE INTEREST	28263	70026	37279	38608	19567	43106	15486	49948	49041	31993	26319	20836	430472
19820 ROOF RESERVE	70032	70032	35016	70032	140064	105048	0	70032	0	0	65000	32500	657756
19822 POOL/SPA RESERVE	2700	2700	1350	2700	5400	4050	0	2700	0	0	2073	1037	24710
19827 FENCING RESERVE	6585	6585	3293	6585	13170	9878	0	6585	0	0	7024	3512	63216
19833 IRRIGATION RESERVE	15614	15614	7807	15614	31228	23421	0	15614	0	0	2462	1231	128605
19846 SIGN RESERVE	581	581	291	581	1162	872	0	581	0	0	581	291	5520
19878 PAVING RESERVE	10820	10820	5410	10820	21640	16230	0	10820	0	0	10820	5410	102790
19899 RESERVE STUDY	152	152	76	152	304	228	0	152	0	0	152	76	1444
19901 PRIOR YR FUNDING	0	0	0	0	0	0	0	0	0	0	0	197594	197594
L19833 OUTDOOR EQUIPMENT RSRV	4	4	2	4	8	6	0	4	0	0	277	139	448
L19835 PAINTING EXTERIOR RESERVE	12308	12308	6154	12308	24616	18462	0	12308	0	0	12308	6154	116926
L19836 STRUCTURAL REPAIRS RSRV	37367	37367	18684	37367	74734	56051	465	37367	0	0	37367	18684	355451
N19611 UNDERGROUND UTILITY REPR RSV	2533	2533	1267	2533	5066	3800	0	2533	0	0	1900	950	23114
N19691 POLE LIGHT REPR RSV	578	578	289	578	1156	867	0	578	0	0	652	326	5602
N19717 CLBHOUSE REMODEL INTERIOR RENO	2945	2945	1473	2945	5890	4418	0	2945	0	0	1645	823	26028
N19830 MISCELLANEOUS RSV	204	204	102	204	408	306	0	204	0	0	325	163	2120
N19974 COMMON TENNIS CRT RSV	1339	1339	670	1339	2678	2009	0	1339	0	0	1339	670	12721
N19975 GROUNDS RSV	15614	15614	7807	15614	31228	24171	0	15614	0	0	13500	6750	145912
N19982 TREE REM/ ANNL MAINT RSV	15614	15614	7807	15614	31228	23421	0	15614	0	0	13560	6780	145252
TOTAL RESERVE CONTRIBUTION	225827	267590	136061	236172	414695	340202	15951	247512	49041	31993	199799	305170	2470013
AVAILABLE OPERATING REVENUE	176560	183248	252938	191854	-39067	65005	378427	157731	375282	428824	226643	161577	2559019

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	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
OPERATING EXPENSES													
UTILITIES													
15101 ELECTRICITY	0	6387	3685	4124	4298	4328	4341	3546	3854	3698	3373	3712	45345
15102 GAS	1372	740	2074	869	565	1313	1894	3406	2333	3026	3291	3247	24129
15103 REFUSE COLLECTION	1007	118	3715	612	-2613	1419	694	694	764	683	683	696	8473
15105 TELEPHONE EXPENSE	164	164	164	164	164	164	164	164	164	164	164	164	1971
15106 WATER	6012	5085	5001	5089	5176	6116	7061	6451	6018	5811	6587	7280	71687
15106R REIMBURSABLE WATER USAGE	0	0	0	0	0	0	0	0	0	0	0	31450	31450
15155 INTERNET EXPENSE	637	652	652	752	752	932	752	752	752	1622	0	776	9030
TOTAL UTILITIES	9192	13146	15292	11610	8343	14272	14906	15013	13885	15003	14098	47325	192085
LAND MAINTENANCE													
15500 CONTRACT LANDSCAPE SERVICE	48880	48880	48880	48880	48880	48880	48880	48880	48880	51880	48880	48880	589560
TOTAL LAND MAINTENANCE	48880	48880	48880	48880	48880	48880	48880	48880	48880	51880	48880	48880	589560
COMMON AREA													
16020 CONTRACT POOL/SPA SERVICE	3225	3075	3525	3525	3840	3675	3825	3825	3525	4050	4050	4050	44190
16022 POOL EQUIPMENT REPAIR	0	550	117	0	0	0	0	0	0	0	0	0	667
16027 POOL INSPECTION	1919	0	1289	0	0	0	1306	0	0	0	0	683	5197
18457 PLUMBING REPAIR	300	0	0	0	225	1000	0	0	0	4300	3300	3050	12175
18501 EXPENSES TO BE REIMBURSED	0	0	-4860	0	0	0	0	0	0	0	0	0	-4860
18524 MATERIAL SUPPLIES	1146	-431	524	408	0	887	266	0	0	0	100	405	3305
18526 PEST CONTROL	65	65	265	215	365	1865	815	65	65	1865	215	150	6015
18531 JANITORIAL SERVICE	2490	0	2490	5230	2490	2490	2490	2490	2490	2615	2490	2490	30255
18532 JANITORIAL SUPPLIES	166	-360	0	1013	0	0	792	213	159	0	0	0	1983
18534 FIRE EXTINGUISHER SERVICE	182	0	0	0	0	0	0	0	0	175	0	116	474
18544 LIGHT REPAIRS	355	0	0	0	490	207	1443	2181	0	0	676	130	5482
18579 PATROL SERVICE	696	672	732	696	732	672	684	720	720	732	808	669	8533
18736 GUTTER & DOWNSPOUT CLEANING	27588	0	0	0	0	0	0	0	0	58800	570	1370	88328
18767 REPAIR & MAINTENANCE	5170	4287	5039	3115	4365	4948	3449	4355	4755	5302	6472	8176	59432
18771 BACKFLOW DEVICE TEST	0	96	0	0	9477	1009	0	0	0	0	0	0	10582
18905 KITCHEN SUPPLIES	0	0	374	63	275	0	175	153	0	146	20	162	1369
18986 FITNESS CONTRACT	0	161	115	125	561	115	0	0	0	266	0	125	1468
TOTAL COMMON AREA	43303	8116	9609	14391	22820	16868	15244	14002	11714	78251	18701	21576	274594
MANAGEMENT/ON-SITE ADMIN EXP													
18001 COMMUNITY WEBSITE	150	2275	150	150	2275	150	150	150	150	1230	150	299	7279
18003 COMMUNITY EVENTS/PROGRAMS	105	0	-855	0	0	0	0	-500	0	0	0	0	-1250
19109 CONTRACT MANAGEMENT	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	93600

NEPENTHE ASSOCIATION
INCOME STATEMENT FOR 12 MONTHS ENDING
03/31/2025

04/18/2025 10:59 AM Page: EA 3

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
19101 CPA SERVICES	0	0	0	0	0	0	0	0	0	0	0	2170	2170
19104 FEDERAL TAX EXPENSE	89961	0	41760	0	-175800	0	41760	0	-41760	0	0	0	-44079
19105 FRANCHISE TAX BOARD	19205	0	10850	0	-47734	0	10850	0	-10850	0	0	0	-17679
19106 TAXES & LICENSES	0	0	0	-362	0	0	0	0	0	0	0	-1260	-1622
19108 GENERAL COUNSEL SERVICE	4500	2646	1886	3642	6298	1850	0	1185	2050	2281	0	1751	28089
19111 MANAGEMENT REIMBURSABLE	3610	3610	3610	3645	3610	3610	4510	3610	740	6953	3500	3500	44503
19112 POSTAGE, ON-SITE	57	138	0	0	0	222	0	0	0	0	0	222	638
19117 DUES & PUBLICATIONS	0	0	0	0	0	0	0	0	0	135	0	490	625
19119 BANK FEES	35	35	35	35	35	35	35	35	35	47	47	11	420
19124 ON-SITE STAFF	7057	22193	14516	14264	14382	24502	14348	14182	14380	21813	14483	14514	190633
17209 PAYROLL PROCESSING FEES	520	520	520	520	520	520	520	520	520	520	520	520	6240
19126 DELINQUENCY MONITORING	-750	-1389	-935	-650	-546	-2285	-3519	-869	-1562	-2714	-1408	-1817	-18445
19132 OPERATING CONTINGENCY	0	2847	0	0	0	1578	0	10531	0	0	0	1522	16477
19172 ACCOUNTING REIMBURSABLES	374	364	368	326	363	446	363	329	0	1236	1280	583	6031
19174 AMS COLLECTION EXPENSE	880	180	-48	944	1564	345	1455	119	2193	2504	-632	-290	9213
19178 PROPERTY TAX	0	0	0	495	0	-142	0	0	0	2713	0	0	3066
19247 PAYROLL TAXES & BENEFITS	3783	11586	7647	7566	7604	11470	8180	8071	8129	12214	8786	8690	103726
19295 ON-SITE OFFICE SUPPLIES	157	114	191	92	0	765	111	0	104	390	0	534	2458
19382 COPIER LEASE	718	1008	89	521	593	61	1079	700	492	1147	1169	-938	6642
TOTAL MANAGEMENT/ON-SITE ADM	138160	53928	87584	38989	-179038	50926	87642	45863	-17580	58269	35694	38299	438735
INSURANCE													
19107 INSURANCE	16221	41221	16221	16221	12798	19645	237403	59883	59883	59883	59883	59883	659145
DC1930 FLOOD INSURANCE	29105	29105	29105	29105	29105	29105	29105	29105	12856	30129	30371	37350	343546
TOTAL INSURANCE	45326	70326	45326	45326	41903	48750	266508	88988	72738	90012	90254	97233	1002691
TOTAL OPERATING EXPENSES	284861	194397	206691	159196	-57092	179696	433179	212746	129638	293415	207626	253313	2497666
NET INCOME/(LOSS)	-108301	-11149	45022	33883	18025	-114691	-54753	-55015	245644	135408	19017	-91736	61354

1. 2025 Community Rules - April 2025.pdf



NEPENTHE ASSOCIATION COMMUNITY RULES



Nepenthe Association Community Rules

Using the authority granted to it in Section 6.6. (a)(ii)(E) of the CC&Rs, the Board of Directors may, from time to time, adopt new or revised rules and regulations that change these Community Rules.

All new or revised rules will be incorporated into this document as soon as possible. Members will be notified when a revision of these rules is adopted and will be provided a link to the latest revision on the website. Members who prefer to receive the latest revision of these rules as a printed document may request a printed copy from the Clubhouse front desk.

The latest version of these rules is always available on the Association's website, shown below. A printed copy of the latest version is available for viewing at the front desk.

<http://NepentheHOA.com>

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Section 1. Introduction

The beauty, tranquility, and harmony of design of our community were principal elements in the decision we each made to invest here and make Nepenthe our home. This inspiration also was the focus in creating and revising our Community Rules. It is hoped that these proven standards will preclude problems and enhance our community spirit.

While not all activities and situations are identified herein, these rules provide a simple, reasonable, and effective guideline from which everyone can benefit. Common courtesy, sensible behavior and respect for others remain the best practices in any social environment.

Nepenthe Association is organized as a common interest development under the laws of the State of California. Owning a home within a common interest development is different from owning a standalone dwelling. The Nepenthe Association owns common property, such as our two private streets, the Clubhouse, and various amenities.

Years of experience in common interest developments have shown that it is necessary for the owners of common property to come to an agreement, in writing, on how the jointly owned property should be managed and used. These Community Rules are a part of that agreement. The goals of this document are:

- To enhance each member's enjoyment of their personal residence and the Common Areas and Facilities of the Association.
- To highlight or clarify certain portions of our *Covenants, Conditions, and Restrictions* (CC&Rs).
- To help protect, maintain, and enhance the value of our shared assets.
- To maintain reasonable order and peace within our organization and community.

The *Declaration of Covenants, Conditions, and Restrictions for Nepenthe Association* (CC&Rs), and the *Bylaws of the Nepenthe Association* (Bylaws), are the two legal documents that provide the basis for the creation of "Community Rules." This document is intended to implement applicable provisions from the CC&Rs and the Bylaws as well as additional rules and regulations created by the Nepenthe Association Board of Directors using the authority granted to the Board in CC&Rs, Sec. 6.6. (a)(ii)(E), and in the Bylaws. If any disagreement is discovered among these Community Rules and Regulations, the CC&Rs, and the Bylaws, the language of the CC&Rs and/or the Bylaws prevails.

References given throughout this document in brackets, e.g., {CC&Rs Sec. 6.6. (a)(ii)(E)}, refer to an Article or Section of the Covenants, Conditions, and Restrictions, or CC&Rs. Often, the CC&Rs provide more extensive information on a given subject and should be consulted for complete understanding of a topic.

Section 2. Occupancy & Use of Property

2.1. Occupancy {CC&Rs Sec 3.1. (a)}

No more than two (2) persons per bedroom, plus one (1) additional person per residence, not including temporary guests, may reside in any Lot. In no event shall a Lot be occupied by more individuals than permitted by applicable zoning laws.

2.2. Residence Rental and Leasing {CC&Rs Sec. 2.4 & 3.2}

Residences within Nepenthe may be rented or leased. The following conditions apply to all rentals and leases:

2.2.1. Lease or Rental Agreement {CC&Rs Sec. 3.2.(a)}

A lease or rental agreement must be in writing, must be for a term of not less than 180 days, and is subject to the Community's governing documents. An Owner is responsible for providing a copy of the CC&Rs, Bylaws and these Community Rules to his/her tenants at the Owner's sole cost. Additionally, an Owner is required to notify management of the names of their tenants.

2.2.2. No Short-Term Leases/Rentals/Time Sharing and No Hotel Services {CC&Rs Sec. 3.2.(b)}

Any agreement, plan, or arrangement under which the right to use/occupy the Lot that rotates among various persons which includes providing the occupants with customary hotel services, such as room service, maid service or laundry and linen service is prohibited. No subleasing of any Lot shall be permitted except with the written approval of the Board.

2.2.3. Voting and Use Rights {CC&Rs Sec. 2.4.(a) (iii) & (iv)}

An Owner who leases his/her home retains his/her voting right in the Community Association and is also permitted usage rights of all Common Areas and Facilities while owner of the home. The lessee assumes the privileges and responsibilities of Community Association membership but does not gain a voting right. The vote remains with the Residence's owner. Owners that do not reside in Nepenthe are still permitted to use the Common Area Facilities as are their tenants living in the Development.

2.3. Restrictions on Businesses {CC&R Sec. 3.1(b)}

No business of any kind shall be established, maintained, operated, permitted or conducted in Nepenthe without written approval from the Board, except home offices and/or such professional or administrative businesses as may be permitted by applicable statutes and/or ordinances provided, however, that:

- No external evidence of such business/home office
- No employees coming and going
- No published advertising of the unit address
- Business will not increase Nepenthe's insurance obligations and/or premiums

2.4. Resident Registration

To ensure good communication between the Association and the Residents, all owners and tenants are asked to provide their telephone numbers, email addresses, vehicle information and emergency contacts to Management.

2.5. Accessory Dwelling Units and Junior Accessory Dwelling Units

2.5.1. Board Approval Required

Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) are permitted in the Nepenthe Association pursuant to applicable statutes and municipal codes.

2.5.2. Homeowners Required to Submit a Home Improvement Application

Before converting any existing residence and/or garage and starting any construction, homeowners are required to submit a Home Improvement application to the Association for review by the Architectural Review Committee (ARC) and for approval by the Nepenthe Board of Directors. See Rules for Home Improvement on the Architectural Review Committee Homepage. (<https://nepenthehoa.com/architectural-committee/>).

2.5.3. Occupancy

An ADU or JADU is only permitted for an Owner-occupied Lot.

2.5.4. Selling a lot with ADU or JADU

Lot can be sold only to a buyer who intends to occupy the primary residence if that buyer intends to continue renting out the ADU or JADU. An ADU or JADU cannot be sold separately from the primary residence.

Section 3. Common Area Rules

3.1. General

All real property that is owned, controlled, or maintained by Nepenthe Association is for the common use and enjoyment of the Owners and Residents.

Common Areas include the Common Facilities located thereon. Examples of Common Areas and Common Facilities are:

- Green spaces
- Landscaping outside of the residential units except for backyards and fenced patios.
- Clubhouse, Dunbarton Cabana, Elmhurst pool house, and attendant facilities, parking lots, and landscaping.
- Sports Courts
- Swimming Pools and Spas
- Driveways and Alleys
- Excluding the use of laydown yard on University Avenue
- Excluded are the use of the storage yard on University Avenue and the Elmhurst garage area.

3.1.1. Use of Common Areas {CC&Rs Sec. 3.16}

The Common Area and Common Facilities are to be used only for purposes originally planned and intended by the builder, except for events approved by Nepenthe. The Clubhouse and other Common Areas cannot be used for any commercial purpose.

3.1.2. Obstruction of Common Areas {CC&Rs Sec. 3.12}

There can be no obstruction of the Common Area, nor shall anything be stored by Residents in or upon the Common Area without the written consent of the Community Association. A limited number of ornamental pots and decorative items are allowed at entrances to an individual unit. Pots are not permitted in the Common Area.

3.1.3. Conditions Within Perimeter Fences

Plantings, including trees, shrubs, and vines, can cause significant structural damage not only to the Owner's unit (including fences, siding, roofs, and sidewalks), but also to a neighbor's unit or to the Common Area. Dead or diseased trees and shrubs constitute fire hazards and unsightly conditions necessitating cleanup and maintenance. When such a condition is identified, the Owner shall be notified that unless the condition is eliminated, the Association may exercise its right under Article V, Section 5.1(b) of the CC&Rs to enter the lot of the Owner for the purpose of eliminating the condition and making necessary repairs which the Owner has failed to perform, at the Homeowner's expense.

3.1.4. Alterations to Common Areas {CC&Rs Sec. 3.14}

No person(s) other than the authorized agents of the Community Association can introduce, remove, or alter any Common Area without written consent of management. This includes planting in the shrub beds around the Residences. Portable toilets are not allowed on the Common Areas, except as approved by the management.

3.1.5. Damage to Common Areas {CC&Rs Sec. 3.17}

Residents are responsible for payment of the cost of repairs for all damage to the Community Association's property caused by themselves, members of their families or their Guests.

3.1.6. Risk and Liability {CC&Rs Sec. 3.17}

Residents and Guests use the Common Areas at their own risk.

3.2. Parking, Streets and Driveways {CC&Rs Sec. 3.3}

3.2.1. Parking

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.

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

Elmhurst Circle residents are to always park in their garages except for brief loading and unloading. 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.

PUBLIC 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.

Residents living on city streets within Nepenthe are to park their cars in garages. Overnight street parking is discouraged. If there are circumstances where overnight parking is necessary, please contact Nepenthe Management.

Residential Parking Permits can be obtained from the City of Sacramento. These allow a resident to park longer than the two-hour limit set by the City on streets within Nepenthe and some surrounding community streets during the hours the City parking restrictions are enforced. Residential Parking Permits do not override the Nepenthe Community documents requiring garage parking nor Nepenthe's encouragement that street parking be limited by residents to guests.

3.2.2. Vehicle Codes and Regulations

All City of Sacramento and State of California vehicle codes apply within Nepenthe.

3.2.3. Speed Limit

The maximum speed limit within the confines of Nepenthe is 25 miles per hour and 10 miles per hour on the two private streets: Dunbarton and Elmhurst Circles.

3.2.4. Clubhouse Parking Lot

Handicapped spaces are to be used only by those who possess a handicap placard. Cars and other motor vehicles must park in designated spaces only.

3.2.5. Fire Lanes

Alleys are considered fire lanes, by law. There is no parking permitted in either fire lanes and alleys. Vehicles parked in the alleys are subject to tow without warning.

3.2.6. Commercial Vehicle Parking

(a) Purpose

The purpose of these rules is to control the overnight parking of commercial vehicles in Nepenthe which can have a direct and detrimental effect on the character of the neighborhood. As such, the Nepenthe Board of Directors finds that, in order to accommodate the parking needs of residents while protecting the interests of the homeowners, specifically, parking availability for guests and enhanced property values, these rules are desirable and necessary for the parking of commercial vehicles in the community.

These rules are consistent with the Association's CC&Rs, Section 3.1(b), which impose restrictions on businesses being conducted within the development without written approval of the Board, except for home offices and/or such professional or administrative businesses permitted by applicable statutes and/or ordinances provided there is no external evidence of such business/home office (i.e. no increased pedestrian and/or vehicular traffic, no signs, and no activities which are apparent or detectable by sight, sound or smell from outside of the Lot).

(b) Definition of Commercial Vehicles

For purposes of this rule, "Commercial Vehicles" are defined as any vehicle or trailer which:

1. Is a motor vehicle of a type required to be registered under the California Vehicle Code used or maintained for the transportation of persons for hire, compensations, or profit or designed, used, or maintained primarily for the transportation of property. (Vehicle Code Section 260)

2. Displays the name, insignia and/or logo of a business or other commercial enterprise or employer anywhere on the vehicle (except on its license plate or license plate holder, or as a decal on a windshield or window, and except for passenger vehicles with government designations such as city inspectors, police, fire, etc.).
3. Has a chassis with a capacity of 3/4 ton or larger, such as flatbed trucks, tow trucks, semi trailers, tractor-trailer rigs, and the like.
4. Is any other kind of trailer, wagon or pushcart designed for the hauling or storage of business equipment, tools or materials.
5. Carries equipment, tools, or materials related to a business which are visible from outside the vehicle such as ladders, pool supplies, plumbing equipment or materials, construction materials, landscape equipment or materials, etc.
6. Is over eighteen (18) feet in length, bumper to bumper; or
7. Requires a class A or class B license, or class C license with an endorsement issued pursuant to Vehicle Code Section 15278(a)(2), (3), (4) or (5). (Vehicle Code Section 15210(b)(1))

(c) Parking Standards for Commercial Vehicles

Overnight parking of commercial vehicles within the development during the hours of 6:00 PM to 6:00 AM is prohibited.

3.3. Swimming Pools and Spas

There are three swim centers. The main Clubhouse pool area contains a heated junior Olympic lap pool, a square, shallow pool and a spa. The Dunbarton pool area has a heated pool and spa. A third unheated pool is located on Elmhurst Circle. The pools can be accessed with the electronic key card that is available to all residents for a \$10 check deposit. If the key card is lost, the replacement is \$25.

3.3.1. Hours

Pools are open from 6:00 am to 10:00 pm.

Pools are heated after seven consecutive days of daytime high temperatures over 70 degrees and the heat is turned off after seven consecutive days of nighttime low temperatures below 45 degrees or no later than October 31.

3.3.2. Rules

- Pools, spas and pool areas are restricted to Nepenthe residents and their guests.
- Nepenthe residents must accompany their guests in and around the pool areas. Residents are limited to four (4) guests per residence in a pool area at one time.
- Children under 6 are not permitted in the spa. While in the spa, children aged 6-12 should be closely supervised.
- Pregnant women, people with health problems and people using alcohol, narcotics and other drugs that cause drowsiness should not use the spa without first consulting a doctor. Long exposure to hot temperatures can cause dehydration, dizziness, and nausea.
- Quiet hours are from 7:00 pm to 10:00 pm to minimize disturbing residents who live near the pools.
- When not in use for a scheduled activity, lap pool is for swimming laps only.

- For guests who require swim pants or swim diapers, please use best practices which include checking the pants/diapers every 30-60 minutes and changing pants/diapers in the restrooms to allow for handwashing afterwards.
- Food is permitted in plastic containers only and waste is to be disposed of in the provided trash receptacles. Food is only permitted on the pool deck and not in the pool.
- Beverages are allowed in plastic containers only.
- Masks, goggles, swim fins, safety rings and small plastic inner tubes for infants are allowed. All other items, including lap boards, snorkels, bikes, toys, balls, and pool games are prohibited.
- Pets are not allowed in the pools or pool area.
- Running, rough housing and obnoxious behavior are prohibited.
- Acceptable swimming attire only – cutoffs, non-swimming shorts, etc. are not permitted.
- Smoking and “vaping” are not permitted.

The Nepenthe Clubhouse Staff and/or the Nepenthe courtesy patrol service have the responsibility and the final authority to interpret and enforce pool, spa and pool area rules.

Staff and/or security patrol are authorized to deny use of the facilities based on these criteria.

3.4. Sport Courts

Nepenthe has three tennis and pickleball centers; the following procedures and rules pertain to their use. All sports courts are to be used only for their intended purpose. Any other use is prohibited. The Clubhouse courts can be accessed with the electronic key card available at the management office for a small fee. The sports courts near Commons & Vanderbilt and Elmhurst/University use a brass key, also available to residents at the management office.

3.4.1. Permitted Use

The sports courts are for the exclusive use of Nepenthe Residents and their Guests. Guests using a sports court must always be accompanied by a Resident. Residents are limited to four (4) guests per residence in the sports court at one time. Pets are not permitted on any of the courts.

3.4.2. Hours of Use

Courts are open from dawn until dusk.

3.4.3. Apparel

Appropriate apparel is required, and shirts must be worn at all times.

3.4.4. Beverages

Only non-alcoholic beverages in unbreakable containers can be consumed on the courts.

3.4.5. Special Events

On occasion, courts will be reserved for club activities or special events. Please consult Management staff to determine court availability.

3.5. Clubhouse and Cabana

3.5.1. Locations and Hours

The main Nepenthe Clubhouse is located at 1131 Commons Drive and the Dunbarton Cabana is

located at 150 Dunbarton Circle. Operating hours of the Main Clubhouse and the names and positions of staff members can be obtained in the community newsletter and on the website at www.NepentheHOA.com. The Clubhouse phone number is (916) 929-8380. Currently, the Clubhouse is open Monday through Friday from 8:00 am to 5:00 pm.

3.5.2. Description of Facilities

The Clubhouse is equipped with a full-service kitchen, including an electric range, warming drawer, microwave, two refrigerators and an ice maker. There is a large projection screen available. The main lounge is also equipped with a microphone system with 8 microphones.

The main lounge can accommodate up to 88 people standing and up to 50 seated at tables. The small, adjacent library is equipped with four square tables and 16 chairs. The clubhouse can be rented for private events. See section 3.5.4 below.

There is a gym at the Clubhouse available to all residents. It is accessible from 6:00 am to 10:00 pm daily by use of the electronic access key, which can be obtained by homeowners for a \$10 check. The gym has a universal weight machine, two treadmills, two recumbent cycling machines, one upright cycling machine, an elliptical and one stair stepper. A television with remote is also available, as are sanitary wipes for the machines. Further rules are posted in the gym.

The Dunbarton Cabana is not staffed. It has a main room that can accommodate 25 people, a full kitchen, and restrooms. It is used for committee meetings and can be rented for private events. See section 3.5.4 below.

3.5.3. Facility Use Procedures, adopted by the Board of Directors on December 3, 2018

The hierarchy of use for Clubhouse or Cabana is as follows:

1. Board of Directors' Monthly Open Session or other Board business
2. Association/Board Related Events, including Saturday Coffee
3. Residents with an executed Rental Agreement, for non-commercial events
4. Committee Meetings
5. Resident Groups with signed Facility Use Form
6. Approved classes or presentations
7. "Drop in" residents and guests.

The website calendar is used for all events at both facilities. Any resident can access it at www.NepentheHOA.com/event-calendar. Resident groups and committees who meet regularly are required to complete a Facility Use Proposal Form. This form provides management with the information they need to populate the calendar.

From time to time, a special interest group or vendor may approach management to hold a function or class that may be of interest to the residents of Nepenthe. The requestor will be provided with a Facility Use Proposal Form. Should the manager find that the requested event does not conflict with previously scheduled events and will appeal to a broad range of residents, the event will be placed on the calendar with the understanding that insurance requirements must be met.

3.5.4. Private Rentals

Renting the Clubhouse or Dunbarton Cabana is a privilege reserved only for Nepenthe residents. **If a resident chooses to rent one of the facilities on behalf of a friend, the resident is assuming responsibility and must remain at the event the entire time of the rental.**

The Clubhouse can be rented for \$40 per hour. Excluded from the rental are the lobby, management offices, gym, and pool deck. The rental includes the use of six 3'x6' banquet tables and 40 stacking chairs. To reserve the date, a \$100 holding/cleaning deposit is required. This cleaning deposit will be refunded after the event provided no portion of it is required to restore the facility to its "pre-event" standard. Payment for the rental is due at least seven days prior to your event. A One-Day Special Event Certificate of Insurance is required for all rentals. The Rental Agreement can be found at <https://nepenthehoa.com/clubhouse-and-cabana-rentals/> or obtained from the office.

The Dunbarton Cabana has a flat \$35 rental fee for the entire day. A \$75 refundable cleaning deposit is required to hold the date. The pool deck is not included in the rental.

3.6. Grounds

Nepenthe is responsible for all landscaping in the Common Area. The landscape contractor's employees have been instructed to take direction only from Management. Homeowners may not plant anything in the Common Area without Board approval. Nor may homeowners mow, prune, water (except as necessitated by drought with instruction from the Association), fertilize or otherwise cultivate in the Common Area, even if the homeowner planted there with Association approval per the provisions below.

3.6.1. Standards and Practices

There are Standards & Practices outlined in the Nepenthe Grounds Vision Document. This Document was adopted by the Board of Directors on December 3, 2014. The Grounds Vision Document is available for your review in the Clubhouse library or at: https://nepenthehoa.com/wp-content/uploads/2015/10/Grounds_Vision_Document.pdf

3.6.2. Landscape Requests

If you believe landscape improvements are needed at your address, please fill out a service request form, available at the clubhouse. If the issue requires immediate review, and the Manager, Board Liaison, and Grounds Chair agree that improvement is needed, a proposal from the landscaper will be solicited. The proposal will be reviewed by the Grounds Committee before it goes to the Board of Directors for final approval. If you note malfunctioning sprinklers or non-functioning light posts in the Common Area, please report them to the Management Office.

3.6.3. Patio Maintenance and Improvements

Good neighbors keep their patio enclosures in a healthy, neat, and attractive manner. The Owner is responsible for maintenance and improvements within the fenced or enclosed patio areas on the lot {CC&Rs 5.2(b)}, including the horizontal hard surfaces (e.g., poured concrete or brick/stone pavers), landscaping (e.g., trees, shrubs, surface mulching, and raised planter boxes, if present) and related surface drainage. The Association is responsible for maintenance, repair, and replacement of exterior wood siding and fences separating patios from common areas and neighboring yards {CC&Rs 5.1(a) and 5.2(c)}, except where the Owner's negligent maintenance or improper improvement actions may be determined to be the cause for any wood dry rot and/or termite damage, including water or landscape intrusion into an adjoining residential lot/structure {CC&Rs 5.3(a)}.

New patio hardscape, planter boxes and/or changes to drainage require review by the Architectural Review Committee and approval by the Board. See Rules for Home Improvement on the ARC Homepage (<https://nepenthehoa.com/architectural-committee/>).

Section 4. Owner and Resident Obligations

4.1. Maintenance of Lots and Residences

The shared maintenance agreement between the Association and the homeowners is comprehensive. To see what the CC&Rs specifically say, read Article V, Section 5.2(b). The list below is intended to be a handy reference. Please note that while it is the homeowner's obligation to maintain these items, there are architectural criteria for many of them that need to be adhered to. See Section 5 of this document to read what the Association maintains for each unit.

The Homeowner maintains:

Building or Framing Components	Brick Chimney, Fireplace, Chimney Cap and all components
Doors, Jambs and Hardware	Exterior Paint Touch Ups
Patios	Gate Hardware
Windows, Sliders, Frames, Skylights, Screens, etc.	Mailbox or mail slot
Patio Covers, Trellises	Plumbing servicing the Unit, including exterior spigots
Homeowner Improvements	Electrical Lines & Fixtures specific to the residence
Pest & Insect Related Problems	Cable TV, Telephone, Antennae, Dish Installations
Gas Lines, Valves, Meters	

4.2. Home Improvements – Architectural Review Process

The following improvement does not require approval, but does have criteria governing their appearance:

- Window coverings

These items also have specific criteria, but can be approved by management:

- Front door per criteria
- Screen door or storm door for the front door from approved styles
- Garage person door per criteria
- Garage vehicle door per criteria
- Cable/satellite dish installations (See also Section 4.4.4 of this Document below)
- Mailbox from approved styles
- Mail Slot, if replacing or approved by Postmaster
- Chimney Cap

These items also have specific criteria and must be reviewed by the Architectural Review Committee who will make a recommendation to the Board of Directors for approval or denial. Please allow up to two months for the approval process. See *Rules for Home Improvement*.

- Air Conditioner, Furnace and Heat Pump Replacement (requires the supplementary questionnaire, available from staff or via website)
- Window or Patio Slider Replacement (requires the supplementary questionnaire, available from staff or via website)
- Windows – new construction
- Windows - Security including window bars

- Windows – Sunscreens
- Skylights or Solar Tubes
- Solar Roof Panels (Thermal or Electric)
- Gas Line and Meter
- Shade Structure – Trellis, Awnings, Sails, Etc.
- Trellis – Floral Support / Garden Feature
- Patio Hardscape / Planter Boxes
- Patio Pool / Spa and Equipment
- Attic Fans
- Vents – Installations and/or Relocations
- Security Camera and/or Lighting
- Handrail
- Fence Modification
- Shed
- Flag Installation
- Wiring and Pipe Installation

The criteria, titled *Rules for Home Improvement* can be obtained from the office staff or viewed online on www.NepentheHOA.com. The Architectural Review Committee meets monthly to review the applications. {CC&R Article IV: Architectural Review and Approval}

4.2.1. Estoppel (Sales or Refinance) Process

Homeowners who are selling their homes (rules adopted January 4, 2023) must complete an Estoppel inspection process before the sale occurs. The process is optional for homeowners who are refinancing their homes. Estoppel inspections ensure that modifications to the home comply with ARC and HOA rules. {CC&Rs Section 4.15}. Estoppel findings become part of the sales disclosure requirement. Estoppel is initiated by homeowners or may be initiated by the HOA upon learning the home is in the process of sale. The ARC Committee conducts the inspection and will issue an Estoppel certificate either certifying all improvements meet HOA standards or reporting needed corrections. Applications and further information are available at the HOA office or <https://nepenthehoa.com/architectural-committee/> or <https://nepenthehoa.com/wp-content/uploads/2023/03/Request-for-Estoppel-Inspection.pdf>

4.3. Insurance {CC&Rs Article X}

Homeowners are responsible to insure the improvements and contents of their individual units. The Association insures the outside of your unit and also purchases a Flood Policy on your behalf. See Section 5 of this document for more specific information about the Association's insurance policies.

4.4. Use Restrictions

These use restrictions have developed over the years as a means of setting clear expectations to help all residents enjoy a pleasant lifestyle in Nepenthe. Some can be found in Article III: Restrictions & Use of Property in the CC&Rs and others have developed by way of Board adopted rules.

4.4.1. Signs {CC&Rs Sec. 3.5}

(A) Legal Proceedings, Sale or Rent, or security service identification signs:

Reasonably sized signs as required by legal proceedings or "For Sale", "For Rent" or a security service identification sign may be placed in a window.

(B) Political Signs, United States Flags and Noncommercial Signs Display Rules

The following Political Signs, United States Flags and Noncommercial Signs Display Rules refine the restrictions in the Association's CC&Rs, Section 3.5, Signs and Flags, on the posting and display of signs and flags on owners' Lots while complying with Civil Code Sections 4710 and 4705, and the Freedom to Display the American Flag Act of 2005.

(1) Political Signs

"Political Signs" are defined as signs, posters, flags and/or banners in support of a candidate running for political office (Association, local, state, or national), or in support of a position on a political issue including but not limited to those on an upcoming election ballot (Association, local, state, or national).

- a. No Political Signs may be posted or displayed on the Common Area, which includes the front yard of an owner's Lot.
- b. Political Signs must be made of paper, cardboard, cloth, plastic or fabric; and may not be made of lights, roofing, siding, paving materials, flora, balloon, or any other similar building, landscaping, or decorative component, or include the painting of architectural surfaces.
- c. Political Signs may not be more than nine (9) square feet in size, except that Political Signs that are flags or banners may not be more than fifteen (15) square feet.
- d. Political Signs may not contain obscenities or fighting words or other offensive language.
- e. No more than a combination of three (3) Political Signs may be posted or displayed on an owner's Lot at the same time.
- f. Political Signs may not be posted or displayed in a manner that interferes in any way with the Association's maintenance of the landscaping on an owner's Lot or any other maintenance obligations of the Association to be performed on an owner's Lot.

Political Signs may be posted in the windows of an owner's Lot, but not portions of an owner's Lot that are the maintenance responsibility of the Association (including but not limited to exterior siding, fencing, vehicle garage door exterior surfaces, garage side doors and roofs).

- g. Political Signs in support of a candidate running for political office (Association, local, state, or national), or in support of a position on a political issue on an upcoming election ballot (Association, local, state, or national), may not be posted and displayed on an owner's Lot more than ninety (90) days before the date of the election.
- h. Political Signs in support of a candidate running for political office (Association, local, state, or national), or in support of a position on a political issue on an upcoming election ballot (Association, local, state, or national), posted or displayed on an owner's Lot must be removed from the owner's Lot no later than fifteen (15) days after the election date.

(2) United States Flags

"United States Flag" for this subsection (B) is defined as the United States of America flag consisting of thirteen (13) equal horizontal stripes of red (top and bottom) alternating with white, and a blue rectangle in the upper hoist-side corner bearing fifty (50) small, white, five-pointed stars

arranged in nine (9) offset horizontal rows of six (6) stars (top and bottom) alternating with rows of five (5) stars.

- a. No United States Flag may be posted or displayed on the Common Area.
 - b. A United States Flag may only be constructed of the following materials: nylon, polyester, cotton, or similar materials. A United States Flag may not be made from lights, paint, roofing, siding, paving materials, flora, or balloons, or any other similar building, landscaping, or decorative component.
 - c. United States Flag dimensions are limited to a maximum of three (3) feet by five (5) feet and may not be more than fifteen (15) square feet in size.
 - d. Only one (1) United States Flag may be posted or displayed on an owner's Lot, including on the inside of a window on an owner's lot.
 - e. The maximum height of the top of any United States Flag or its flagpole when displayed is the lesser of twenty (20) feet or the roofline of the owner's Residence.
 - f. A United States Flag may only be posted or displayed on an owner's Lot between sunrise and sunset (to eliminate flapping noise that might disturb neighbors).
 - g. United States Flags must not be flown upside down on an owner's Lot.
 - h. United States Flags must be cleaned and mended as needed.
 - i. United States Flags may not be posted or displayed on an owner's Lot in such a manner as to permit them to be easily torn, soiled, or damaged in any way.
 - j. United States Flags may not be posted or displayed on an owner's Lot during inclement weather unless an all-weather American Flag is used.
 - k. United States Flags may only be flown at half-staff on an owner's Lot for Federal, State, or Association recognized memorials authorizing United States Flags to be flown at half-staff. These generally include by order of the (a) President upon the death of a principal figure of the United States Government, (b) the Governor of California upon the death of a past or present official of California, or (c) the Board of Directors upon the death of past or present member(s) of the Board.
 - l. When lowered, no part of the United States Flags should touch the ground or any other object, and the United States Flags should be folded into a triangular shape neatly for storage.
 - m. Flagpoles and flagstuffs upon which United States Flags are flown on an owner's Lot must be structurally sound, and the locations of the flagpoles and flagstuffs cannot interfere with the Association's ability to maintain components on an owner's Lot or to perform any other maintenance obligations of the Association on an owner's Lot.
- (mi) "Flag Poles" are poles that are mounted in the backyard of an owner's Lot from which a United States Flag may be raised and displayed.

(mii) “Flagstaffs” are a pole or dowel that sits in a bracket affixed to the exterior surface of an owner’s Residence from which a United States Flag is hanging, typically at close to a 45-degree angle. Owners at their own expense must remove Flagstaffs to accommodate maintenance work that may need to be performed by the Association on the exterior building surface of the owner’s Residence.

n. Owners seeking to install flagpoles or flagstaffs on an owner’s Lot for the posting and display of flags need to submit an architectural application to the Association’s Architectural Review Committee for approval specifying the size, color, location, and construction materials for the flagpoles or flagstaffs, and obtain such approval, prior to the installation of such flagpoles or flagstaffs in compliance with the procedures in the Association’s CC&Rs, Article IV, for approval of improvements.

(3) Other noncommercial signs:

a. “Noncommercial Signs” for this subsection (3) are defined as noncommercial signs, posters, flags, or banners other than political signs and United States flags addressed in subsection (1) and (2) above.

b. No Noncommercial Signs may be posted or displayed on the Common Area, which includes the front yard of an owner’s Residence.

c. Noncommercial Signs must be made of paper, cardboard, cloth, plastic, or fabric; and may not be made of lights, roofing, siding, paving materials, flora, balloon, or any other similar building, landscaping, or decorative component, or include the painting of architectural surfaces.

d. Noncommercial Signs may not be more than nine (9) square feet in size, except that Noncommercial Signs that are flags or banners may not be more than fifteen (15) square feet.

e. Noncommercial Signs may not contain obscenities or fighting words or other offensive language.

f. No more than a combination of three (3) Noncommercial Signs may be posted or displayed on an owner’s Lot at the same time.

g. Noncommercial Signs may not be posted or displayed in a manner that interferes in any way with the Association’s maintenance of the landscaping on an owner’s Lot or any other maintenance obligations of the Association to be performed on an owner’s Lot.

In particular, Noncommercial Signs, as stipulated above, may be posted in the windows of an owner’s Lot, but not portions of an owner’s Lot that are the maintenance responsibility of the Association (including but not limited to exterior siding, fencing, vehicle garage door exterior surfaces, garage side doors and roofs).

4.4.2. Pets {CC&Rs Sec. 3.4}

Dogs are not allowed in the Common Area except while on a leash which is held by a person capable of controlling it. Owners are responsible for the immediate cleanup of their pet’s waste. No pets may be kept within the Development that result in annoyance or nuisance to other owners.

4.4.3. Trash {CC&Rs Sec. 3.6}

Trash, recyclables, and green waste are to be kept only in covered City of Sacramento containers. Containers shall be stored in an out-of-sight location on the owner's lot.

Green waste (yard clippings) is to be put out in a trash bag or wrapped in a tarp, at the intersection of the alley and street no earlier than Sunday afternoon for Monday morning pickup by the Association's landscape contractor.

4.4.4. Satellite Dish/ Antenna/ Cable Installation {CC&Rs Sec. 3.11}

Prior to installation of a satellite dish or antenna, homeowners are required to submit an application to the Office for review and approval. Residents are encouraged to consult with and work with the Office to determine the best location. In the event the installation requested does not meet the current Rules under the CC&Rs, the application may be referred to the ARC for further review.

The review process will include referring to Section 207 of the Telecommunications Act of 1996. This section is referred to as the Over the Air Reception Devices (OTARD) rule. <https://www.fcc.gov/media/over-air-reception-devices-rule>

4.4.5. Resident Sales

Garage sales are not permitted, but one-day estate sales are. In the case of estate sales, all contents must remain in the confines of the garage, residence and patio. Doors are to remain closed during the estate sale. Signage for estate sales must be printed, not handwritten and must be removed at the end of the day.

Individuals must not directly solicit other residents regarding any business with which they are associated. There is a bulletin board in the Clubhouse to advertise business services.

4.4.6. Window Coverings

The portion of the window coverings facing the exterior must be white or cream or natural wood and must be kept in good condition. Makeshift coverings of any type are not permitted.

4.4.7. Holiday Décor (Adopted by the Board of Directors September 25, 2012)

Members may place seasonal holiday decorations (from the weekend before Thanksgiving until January 7) on the immediate front entrance, garage door surrounds, gutters, around alley areas, including shrubs, bushes, and trees immediately adjoining a Member's property to a maximum height of fifteen feet.

Decorations may not interfere with the health or safety of the public or create a risk of injury or damage to persons or property by encroaching upon alleys or walkways or present a trip hazard in areas normally traveled by pedestrians. Decorations may not obscure address plaques or Common Area lighting. No electrical seasonal decorations shall be placed on or in any Common Area or Common Facility light fixture.

Members are unrestricted in placing holiday decorations in the interior of their property visible to the exterior.

Decorations may not be placed upon roofs, and no person shall access the roof for installation.

Decorations may be installed on exterior walls and fences by plastic or metal clips so long as they do not cause damage to the Common Area or Common Facilities. Clips may be left in place for use seasonally. Any such clips that are not made of clear plastic will be painted the same color as the siding. The Association is not responsible for maintenance or removal of said clips, except that the Association may remove the clips to perform maintenance on any fence or building and will not be responsible for damage to or loss of clips, nor for replacing or reinstalling the clips.

Sound effects and flashing lights, twinkling lights and inflatable decorations in the Common Area are prohibited. Decorations or electrical connections which pose a safety hazard, or which expose the Association to increased insurance costs are prohibited. Electrical decorations shall be installed pursuant to manufacturer's recommendations.

Compliance is determined exclusively reserved by the Association. Association reserves the right to disconnect, relocate or remove Holiday Decorations not in compliance with this policy. Association will make reasonable efforts to notify a member and request compliance. Association will not be responsible for damage to any Holiday Decoration it disconnects, relocates, or removes.

4.4.8 Homeowner Decoration of Unit Exteriors

The owner of a unit may place objects of a decorative nature on the front door, on any fence gate, on walls or fences within enclosed patios and on patio covers or trellises as long as (a) objects visible from the common area are generally compatible with community standards and (b) any supplemental lighting does not interfere with neighbors' use and enjoyment of the common area and of their own properties.

Owners of such objects will be responsible for promptly removing them as necessary for maintenance of the unit. Owners will be responsible for the cost of repairing damage caused by the objects, and the Association will not be held responsible for loss or damage to such objects.

Exterior decorations for short-lived events such as parties are permitted so long as they are generally compatible with community standards and provided the owner removes them upon conclusion of the event.

4.4.9. Nuisance {CC&Rs Sec. 3.12}

Residents shall not allow any condition to exist upon their lot or within their household which will negatively impact their neighbors' quiet enjoyment of their property or impede the Association in discharging its maintenance obligations.

4.5. Security Systems, Cameras, and Lighting {CC&Rs Sec. 3.10}

Installing exterior security systems, cameras, and lighting is considered an architectural alteration to a home's exterior and therefore requires prior approval of the Architectural Review Committee and Board of directors.

Homeowners are required to complete a Home Improvement Application, available at the office.

4.6. Guests

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

- Guests must be accompanied by a resident when using the amenities.

- Long-term guests, such as house sitters, may use the amenities independently if the resident provides a note to management in advance.
- No more than four (4) guests per household in any of the pool areas at once.

4.7. Monthly Assessments

As a courtesy, owners will receive a monthly statement towards the end of the month. Even if the statement is not received, it's important to know that Assessments are due the first of each month and are late after the 15th.

There are several ways to pay your assessments.

1. Set up Auto Bill Pay. This is an ACH agreement that permits Nepenthe's management company to pull the assessment from your checking account each month.
2. Make a payment online: <https://www.fsr-california.com/homeowners/login.aspx>
3. Mail a check to "Nepenthe Association c/o FirstService Residential, PO Box 30354, Tampa, FL, 33630-3354". Please make sure your Nepenthe address is written in the memo line of the check, or you can write your account number. If you don't know the account number, call the Nepenthe office at (916) 929-8380 or FirstService Residential at (800) 428-5588.

What does the monthly assessment pay for? {CC&Rs Sec. 8.2}

Each Nepenthe homeowner pays assessments for the maintenance of the common areas of the association and services, or costs associated with your home.

All homeowners pay for:

- Common area landscaping
- Security patrol
- Siding maintenance and repair
- Roof maintenance and repair
- Amenities – pools, tennis courts, and clubhouse
- Insurance

Section 5. Association Obligations

5.1. Maintenance

Your monthly assessment to the Association pays for much of the maintenance of your home's exterior surfaces. To see what the CC&Rs specifically say, read Article V, Section 5.1. The list below is intended to be a handy reference.

When a resident allows a condition to exist which negatively affects the condition of one of the below components, the owner will be held financially responsible for the repair or restoration. {CC&Rs Sec. 5.3}

See Section 4.1 of this document to read what the Homeowner maintains for each unit.

The Association maintains:

Roof Shingles and Flashing	Exterior Siding and Trim
Patio Fences	Exterior Paint on Siding, Trim and Fences
Roof and gutter cleaning	Rain gutters and downspouts
Cement Driveway	Mailbox posts
Landscaping around the unit, front and back	Cement walkways

5.2. Insurance

The complete insurance requirements can be found in the CC&Rs, Article X. The Association maintains policies that are compliant with the CC&Rs. A summary of the policies is mailed to all homeowners every fall as part of the annual budget disclosure packet.

Here is a quick reference list of the policies owned by the Association:

- Property Insurance/Major hazard
- General Liability Insurance
- Directors & Officers Liability
- Fidelity Bond, Policy Limits
- Commercial Auto Liability: Policy Limits
- Umbrella Liability, Policy Limits
- Workers Compensation, Policy Limits
- Flood Insurance for each unit
- Flood Insurance for each of the clubhouses similar to that above

5.3. Governance

Nepenthe is governed by a homeowner volunteer Board of Directors composed of a President, Vice President, Treasurer, Secretary and Member at Large. The Board is assisted by the following committees: Architectural Review; Elections; Finance; Insurance, Legal & Safety; Grounds; Nominating and Outreach. The Board hires a management company to oversee the day-to-day operations of the Association.

Section 6. Rights & Remedies

6.1. How are these obligations enforced?

In the matter of enforcement of the provisions of this and the other Governing Documents, the Association and individual Residents have rights and obligations that are prescribed in law and in equity and are encapsulated in our Governing Documents. The Board has the duty to enforce the provisions of our Governing Documents; Residents are obligated to adhere to their provisions. In its enforcement activities, the Board must adopt policies that provide for due process.

The Board has a range of enforcement tools designed to encourage compliance. Suspension of Association voting rights, exclusion from Common Area Facilities, legal remedies, and the imposition of monetary fines are some of the actions that the Board can take. Generally, no sanction will be imposed without the due process procedures of Section 16.6. of the CC&Rs. Notification of an infraction, referral to hearings, and alternate dispute resolution procedures may be employed, singly or in some combination, before a punitive action is taken by the Board. The Board has adopted a Fines Policy for use when the non-punitive measures mentioned above fail to elicit cooperation.

6.2 Fine Schedule (Adopted by the Board of Directors September 2, 2020) {CC&Rs Section 16.6(b)}

1. It is the goal of Nepenthe Association to make its Owners and residents aware of the Association's CC&Rs, Bylaws, Articles of Incorporation, rules and policies ("Governing Documents") that govern use of the property in Nepenthe and to provide for an orderly and fair manner for enforcement of the Governing Documents. The Governing Documents may be enforced in accordance with their provisions and the laws of the State of California. This Enforcement Policy and Schedule of Fines lists certain categories of violations of the Governing Documents, provides for the Board's response to such violations, and sets forth the Association's fine schedule.

Owners' guests, tenants, family members, and invitees are subject to the same obligations imposed on Owners to comply with the Governing Documents, and Owners are subject to disciplinary action when their guests, tenants, family members, and invitees fail to comply with the Governing Documents.

2. Enforcement Policy

A. It is the policy of the Association to receive notice of alleged violations from management, Board members, committee members, and Owners. Reports of violations must be in writing, including email.

Upon receipt of notice of an alleged violation, the Board and/or a committee will investigate the alleged violation within a reasonable time thereafter. If the Board and/or a committee determines that a violation has likely occurred, the Association will take the following actions before the Board imposes any disciplinary action for alleged violations, including monetary penalties (fines) or suspension of membership rights against any Owner for failure to comply with the Governing Documents.

(i) Mail a letter to the Owner setting forth the alleged violation and requesting corrective action to be taken within a reasonable period of time. This letter shall be referred to as a "courtesy notification letter" or "notice of violation."

(ii) If no corrective action has been taken within that period of time, the Board, in its discretion, may send another courtesy notification letter / notice of violation, a Notice of Board Hearing (to determine whether to impose discipline), a Request for Resolution (request that the Owner participates in mediation), or a

combined Notice of Board Hearing / Request for Resolution. The Board may send a Notice of Board Hearing, Request for Resolution, or a combined Notice of Board Hearing / Request for Resolution without first sending a courtesy notification letter / notice of violation.

(iii) The Notice of Board Hearing (or combined Notice of Board Hearing / Request for Resolution) will set forth the date, time, and place for the hearing, a brief description of the action or inaction constituting the alleged violation of the Governing Documents, a reference to the Governing Document provision alleged to have been violated, and a statement that the Owner has a right to attend and may address the Board or committee at the hearing. The Association must send the Notice of Board Hearing by U.S. Mail at least ten (10) days before the hearing.

(iv) If the Owner fails to appear at the hearing, the Board must nevertheless consider evidence presented to it in connection with its investigation, and it must determine whether or not a violation has occurred.

(v) Within fifteen (15) days after the hearing, the Association must send written notice to the Owner of its decision.

B. The following items are considered to be disciplinary actions requiring a hearing before imposition.

(i) Fines. (See the Fine Schedule below.)

(ii) Suspension of the rights to use recreational common facilities.

(iii) Special Individual Assessments for the costs and expenses, including reasonable attorney's fees, incurred by the Association in enforcing violations of the Governing Documents. {CC&Rs, Article VIII, Section 8.3 and 8.4 and Article XVI, Sections 16.6 and 16.9.}

(iv) Steps toward legal action.

C. The following items are not considered disciplinary actions and therefore do not require a prior hearing.

(i) Courtesy notification letters / notice of violation.

(ii) Institution of legal proceedings.

(iii) Emergency entry of a lot to remedy a health or safety hazard.

(iv) Initiation of alternative dispute resolution (request for resolution) proceedings.

(v) Towing vehicles improperly parked on the common areas at the Owner's expense.

D. Violations that require maintenance or repairs.

These are violations that may result in the Association performing maintenance or repairs. If such a violation occurs, the Association may send a notice of violation to the Owner requesting that the Owner correct the violation within a reasonable amount of time or immediately if the violation creates an imminent health or safety hazard. If the Owner fails to correct the violation in a timely manner, then the Association may do as follows.

(i) Perform the maintenance or repairs.

(ii) Charge the Owner for the maintenance or repair costs.

(iii) Deliver to the Owner a "Notice of Board Hearing" or a combined "Request for Resolution / Notice of Board Hearing."

(iv) After a Board hearing, impose fines and/or other discipline.

3. Schedule of Fines

A. To ensure compliance with the required Architectural Review and Approval procedures set forth in the Association's CC&Rs, Article IV, the Association's Architectural Review Committee Guidelines and

Home Improvement Application, and any other rules that may be adopted by the Association related thereto (collectively, “Architectural Rules”), the Board may impose the following fines, in addition to any other disciplinary actions.

(i) An Owner making an improvement to their lot without fully complying with the Architectural Rules and obtaining approval for the improvement from the Association’s Architectural Review Committee confirmed by the Association’s Board (CC&Rs, Section 4.1(a)) may be assessed a fine of up to \$500 per violation.

(ii) An Owner making an improvement to their lot without fully complying with the Architectural Rules and obtaining approval for the improvement from the Association’s Architectural Review Committee confirmed by the Association’s Board, and who fails to obtain subsequent approval of the improvement from the Association’s Architectural Review Committee confirmed by the Association’s Board, may be required to remove or modify the non-complying improvement, pay attorney’s fees and costs incurred by the Association to attempt to compel the Owner’s compliance, and may be assessed a fine of up to \$100/day until the non-complying improvement is removed or modified as required by the Board.

B. For violations other than of Architectural Rules set forth in Section 3(A) above, the Board may impose the following fines.

(i) For first violations: up to \$500.

(ii) For second violations (same offense or same nature): up to \$750.

(iii) For third or subsequent violations (same offense or same nature): up to \$1,000.

(iv) For Continuous Violations: A per day, week, or month amount set by the Board based on the merits of each violation.

The CC&Rs, Section 16.6(c), Definition of “Violation”, states this:

A violation of the Governing Documents shall be defined as a single act or omission occurring on a single day. If the detrimental effect of a violation continues for additional days, discipline imposed by the Board may include one component for the violation and, according to the Board's discretion, a per day, week, or month component for so long as the detrimental effect continues. Similar violations on different days shall justify cumulative imposition of disciplinary measures. The Association shall take reasonable and prompt action to repair or avoid the continuing damaging effects of a violation or nuisance occurring within the Common Area at the cost of the responsible Owner.

C. Failure to pay a fine may result in the matter being referred to a collection company and/or attorney. The Association may also pursue a lawsuit. If the Association obtains a court judgment against an Owner, the judgment accrues interest at the legal rate (currently 10% annually). Any judgment obtained against an Owner may be recorded at the County Recorder’s office. A recorded judgment creates a lien against the Owner’s lot which may result in a foreclosure action, or the lien may remain against the lot, accruing interest, until it is satisfied from the proceeds of a sale of the lot or refinancing of the loans secured by the lot.

6.3 Your Rights

Anytime you have a concern or issue that needs to be resolved, your first point of contact should be with the General Manager. Call or email to arrange a meeting to discuss your concerns.

If you are still unsatisfied, you may reach out to the Board by writing a letter. The letter can be delivered to the Clubhouse office for inclusion in the next Board meeting packet. The directors will review the letter and determine whether any action is desired.

If this does not take care of the matter, you have the right to request ADR, which stands for Alternative Dispute Resolution. The Board will assign one or two Directors to meet with you and review your concerns.

2. Rules for Home Improvement - April 2025.pdf



Nepenthe Association

Rules for Home Improvements



Rules for Home Improvement Approved by Board: **date approved**

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Purpose

Certain alterations (termed an improvement or modification) to the exterior of a house or unit in the Nepenthe Association require the homeowner to submit an application to and receive approval from the Association. This process and the role of the Architectural Review Committee (ARC) are governed by Article IV (on architectural control) in the CC&Rs of Nepenthe Association, last revised and adopted in 2019.

Article IV, Section 4.6 of the CC&Rs calls for improvements that are in harmony with the external design of other structures and/or landscaping. Furthermore, it states that proposed improvements should be consistent with the architectural and aesthetic standards prevailing within the Nepenthe Community. While the CC&Rs directs the Architectural Review Committee to consider the quality of workmanship and materials proposed, it also mandates consideration of the harmony of the proposed improvements among the existing structures.

The ARC seeks to strike a balance between adhering to the original architectural design and maintaining a harmonious aesthetic and recognizing that since the 1970s when our homes were constructed, building materials have changed and new building products are now available. The ARC encourages homeowners to bring forward new, more efficient products such as energy efficient heating and cooling systems, double-glazed windows and doors, and different wood-like products for trellises. The ARC is committed to recommending such new products or methodologies to the Board of Directors for approval.

This document outlines the current standards for improvements within Nepenthe. This information will be available in the Nepenthe Office and online at www.nepenthehoa.com.

The list of rules cannot include every possible project scenario, so please contact the Nepenthe Office for guidance if your project is not on the list. If you have any questions on the submission or approval process, please contact the Nepenthe Office and/or the ARC.

Note: In addition to these Nepenthe rules, all homeowners must comply with applicable City and County requirements for building permits. A listing of required building permits can be found here: <https://www.cityofsacramento.gov/community-development/building/permit-services/required-permits>

The Process

If you wish to make any exterior changes to your unit that, in general, will be visible to the community, alter the siding on your home or create interior changes that alter the roof, you must receive approval from the Architectural Review Committee (ARC) and the Board of Directors. For a list of most of the improvements requiring an application, please check the Table of Contents page.

The ARC will not review any Home Improvement Application until it receives a complete application with all required information and completed forms and questionnaires associated with the home improvement. Residents are encouraged to call the Nepenthe Office with questions and/or reach out to ARC for support.

Procedure:

If you are going to follow the Rules' criteria exactly:

1. Review the rules for the improvement you are requesting.
2. Complete the application form(s) and attach all required information. Please include a summary statement of the improvement you plan to make. Different types of improvements will each need their own application form.
3. Submit the application form and required documents to the Nepenthe Office.

If you want to do something outside the current rules or if your improvement is not addressed in the rules:

1. Review the rules for the improvement you are requesting, if applicable.
2. Consider meeting with a member of the ARC, if you would like assistance in understanding what factors the Committee will consider for non-standard changes.
3. Submit detailed information with the application form and include a statement of explanation of the proposal.
4. Attend an ARC meeting to present your plans.

Approval:

1. For certain basic changes (such as replacing a garage door according to rules), the Nepenthe Office may be able to approve your application immediately, with no further approvals needed.
2. Otherwise, the ARC will review your project and make a recommendation to the Board of Directors.
3. Final approval is provided by the Board of Directors. *The Board of Directors has given the ARC emergency authority to allow certain improvements to begin following the ARC's approval and prior to the Board's later consent. The Nepenthe Office is aware of these exceptions.*
4. You may not begin work until you receive approval in writing from the Nepenthe Office. Documents will be mailed to you.

Denial:

Should the ARC deny your application, you may request a direct review of your application by the Board of Directors. Contact the Nepenthe Office to request a Board review. If the homeowner disregards the

ARC Rules and completes an improvement without necessary Board approval, the Board may, among other disciplines, levy a Special Individual Assessment against the owner and require the work to be corrected.

After Completion:

After you have completed the approved work, you must notify the Nepenthe Office by completing and returning the Notice of Completion form. In certain cases, you must have a completion inspection. These cases are identified on the application form. Also, installation of windows, skylights, solar generating panels, or heating and cooling systems require evidence of a building permit from the City of Sacramento, such as a copy of the permit or a screenshot of the permit from the City's website being supplied to the Nepenthe Office.

Time Frame:

Article IV of the Nepenthe CC&Rs describes in detail the procedures and time frames for architectural improvements or modifications requested by the owner. In general, once a complete application has been submitted to the Nepenthe Office and evaluated as acceptable by Office Staff, the ARC will review it and make a recommendation of approval or denial that will be included on the next Board meeting agenda.

When an approval has been granted, the owner has one year in which to start the improvement or modification. The work should be completed within one year from when work commenced.

Frequently Asked Questions

How long does approval take?

Approval roughly takes four to five weeks, or possibly longer, depending on when the application is considered complete by the Nepenthe Office. So, please plan ahead. Why does it take so long? Once the ARC recommends approval, the application then goes to the Board for review at the next monthly board meeting.

Do I have to attend the meeting of the Architectural Review Committee (ARC)?

In general, no, the resident does not need to attend an ARC meeting. If the application is routine and for an improvement listed in the *Rules*, and if the application is complete, one need not attend the ARC meeting. However, if the Committee has questions, they will reach out to you via phone and email; they may suggest you attend the meeting. Sometimes talking face to face is the easiest way to communicate about complicated matters.

Can I see a sample of a completed application packet that was approved?

Yes. The Nepenthe Office has sample applications for certain improvements that you may look at.

After reviewing the *Rules for Home Improvements*, if I still have questions about my project and what may be required, may I request to speak with a member of the ARC before submitting my application packet?

The ARC is always happy to speak with a homeowner and answer questions. Ask at the Nepenthe Office, and an ARC member will reach out to you.

Where do I find the floor plan of my home?

You can obtain a copy on paper from the Nepenthe Office. Nepenthe's website has your home's floor plan built into it: if you go to www.nepenthehoa.com and click on "Interactive Community Map" (<https://nepenthehoa.com/interactive-community-map/>) and find your home and click on it, a window opens up with a download button that will deliver the original floor plan illustration from the developer as a PDF file.

Can I start work after the ARC meeting?

No. In general, work should not start until the Board formally approves the ARC recommendation. The ARC itself does not have the final say. Once the ARC recommends approval for an application, it goes to the Board at its meeting on the first Wednesday of the following month. However, for certain emergency improvements, such as replacing broken HVAC systems, the Board has granted the ARC emergency power to fully approve your application, so that you can start work as soon as possible.

I don't know anything about the technical specifications, such as the diameter of refrigerant line sets or low-voltage control wires. Instead, can I just have my contractor talk directly to a member of the ARC?

The ARC prefers that the homeowner communicate with the contractor to obtain answers to specification questions. Most contractors are willing to also provide diagrams and schematics which

minimize the number of open questions. Because ultimately the Home Improvement Application is a legal agreement between the homeowner(s) and the Association, it is best if the homeowner understands and makes the decisions about all the details that go into a project.

How do I know if my improvement application was approved?

There is no need to attend the Board meeting at which your application is on the agenda unless it is new, unusual, or controversial and if Board members are likely to want further information about it. The morning after the meeting, you can contact the Nepenthe Office to check. The Nepenthe Office will mail out a formal letter of approval, accompanied by the Notice of Completion (NOC) form, which should arrive in several days.

What happens if I've completed a project without approval? See below.

The Process for an Unauthorized Improvement

- 1) The Nepenthe Office will send you a notice of violation letter and will request from you an application and Notice of Completion for the unapproved modification.
- 2) The application and NOC shall then be submitted to the ARC for a recommendation on whether the modification would have been approved under the specific rules documented in the *Rules for Home Improvement*. If the modification would not have been approved, the ARC will provide an explanation of why approval would not have been granted.
- 3) The ARC's recommendation will be submitted back to the Nepenthe Office to be included in the next Board meeting packet for Board discussion and approval or denial.

Home Improvement Rules

Air Conditioner, Furnace, and Heat Pump

Board Approval Required. A Supplemental HVAC questionnaire must also be submitted, which may be obtained from the Nepenthe Office or www.nepenthehoa.com.

These components of an HVAC system require ARC review and Board approval: Heat pump, furnace (gas or electric); air conditioner; ductless, mini-split in-wall air conditioning and/or heating system; as well as any other heating, ventilation, and air conditioning (HVAC) system components that perforate, alter or affect the exterior wall siding, roofing or fencing.

A new exterior air conditioner compressor unit or new exterior heat pump compressor unit shall be located outdoors in the same area as the existing compressor unit which it is replacing. All vertical runs of refrigerant piping shall be reused or replaced by new lines concealed underneath the siding. All vertical runs of new electrical wiring shall be concealed as described above. All exterior conduit, junction boxes and disconnects shall be painted to match siding. New furnace blowers, air handlers and evaporator coils shall be concealed within the residence in the same manner as the existing unit. "Through-the-roof vents and caps" shall be painted to match the roof or other vents.

Note: Subject to Committee and Board approval, the fence section adjacent to the new outdoor air conditioner compressor or new heat pump compressor unit can be moved outward to create a larger area to allow for adequate ventilation. If you are requesting such a fence modification or relocation, please submit the manufacturer's specifications along with a sketch showing the fence change. Cutting holes in or removing entire sections of the fence is not allowed; however, removal of alternate vertical slats for ventilation may be approved by the ARC.

There may be situations where the new exterior air conditioner compressor cannot be located in the same area as the original unit. The ARC requests that those applications include a detailed diagram with dimensions and measurements depicting the placement of the new unit, the pad and piping/electrical chase (cover), along with identification of the distance the unit will be from the siding, fencing and any walkways.

A copy of the City building permit (or screenshot of City's website), if required, shall be submitted upon completion of the work along with the Notice of Completion (NOC).

Antenna; Satellite Dish

Nepenthe Office Approval Only

Depending upon the location and their visibility, satellite dishes and antennas can impact the look and character of our neighborhood, ultimately impacting desirability and home values. One of the primary charges of the Architectural Review Committee (ARC) is to provide guidance to homeowners and to take appropriate steps to preserve and maximize our neighborhood and home values. The Board has approved this Rule to implement the specific terms of Section 3.11 of our CC&Rs.

Approval

Prior to installation of a satellite dish or antenna, residents (owner of property) are required to submit an application to the Nepenthe Office for review and approval. Residents are encouraged to consult with and work with the Nepenthe Office to determine the best location. In the event the installation requested does not meet the current Rules under the CC&Rs, the application may be referred to the ARC for further review.

The review process will include referring to Section 207 of the Telecommunications Act of 1996. This section is referred to as the Over the Air Reception Devices (OTARD) rule.

<https://www.fcc.gov/media/over-air-reception-devices-rule>

The rule applies to the following types of antennas:

- (1) A "dish" antenna that is one meter (39.37 inches) or less in diameter and is designed to receive direct broadcast satellite service, including direct-to-home satellite service, or to receive or transmit fixed wireless signals via satellite, including a hub or relay antenna used to receive or transmit fixed wireless services that are not classified as telecommunications services.
- (2) An antenna that is one meter or less in diameter or diagonal measurement and is designed to receive video programming services via broadband radio service (wireless cable) or to receive or transmit fixed wireless signals other than via satellite, including a hub or relay antenna used to receive or transmit fixed wireless services that are not classified as telecommunications services.
- (3) An antenna that is designed to receive local television broadcast signals.

In addition, antennas covered by the rule may be mounted on "masts" to reach the height needed to receive or transmit an acceptable quality signal (e.g., maintain line-of-sight contact with the transmitter or view the satellite). Masts higher than 12 feet above the roofline may be subject to local permitting requirements for safety purposes.

Location

The location of a satellite dish or antenna should be unobtrusive and not overhang a neighbor's property or the Common Areas. This requirement, however, is not intended to unreasonably delay installation, unreasonably increase the cost of installation, maintenance, or use, or prevent the reception of an acceptable quality signal. We are all neighbors here and must recognize that the actions we take regarding our own property may impact a neighbor and the enjoyment of their property. Homeowners are encouraged to speak to neighbors and Association Management about the appropriate location before installing a satellite dish or antenna.

Installation

Residents should consult with a professional installer(s) or at minimum become knowledgeable regarding placement for best reception. Placing an antenna is a balance between reception, safety, aesthetics and keeping equipment off Common Areas.

The Association is aware that many installers (because of lack of time, lack of proper equipment, or employment Rules) will place antennas or satellite dishes in the most convenient location for the installation company and not take the time to consider what is best for the owner or the Association.

If owners have questions about the proper location of their satellite dishes, or antennas the Nepenthe Office should be contacted for guidance *before* installation.

Any permitted satellite dish or antenna must be installed within the boundaries of the owner's property and may not be installed on or extend into Common Areas or an adjacent property.

It is recommended that antennas or dishes be securely installed on the rear sides of residences or garages to minimize visual impact and mitigate overhanging Common Areas or a neighboring property. Dishes are not to be attached to roofs or chimneys.

All wiring and materials associated with the dish or antenna should be concealed if possible or otherwise be as unobtrusive as possible. All wiring and materials associated with the satellite dish or antenna shall be painted with the same exterior paint to match the buildings along which they run. Dishes, masts, and antennas need not be painted over.

All installations must be in accordance with all applicable building, fire, electrical and related codes. All installations shall be in accordance with the manufacturer's installation specifications. A satellite dish or antenna may be attached to a free-standing yard post but should only be as high as needed to get acceptable reception, preferably no higher than the height of the fence line.

Maintenance and Removal

Homeowners are wholly responsible for any maintenance associated with the antenna or satellite dish for the duration of its life and are responsible for its removal.

Upon removal, homeowners are responsible for restoring the location where the satellite dish or antenna was installed, appropriately filling and repainting any penetrations of siding or fascia boards, and for removing all wiring and materials associated with the dish or antenna.

Attic Ventilation and Exhaust Fans

Board Approval Required

Wind-powered roof turbine ventilators and roof-mounted attic fans that perforate the roof are not allowed. Advanced Roof Design, who designed the Association's last roofing replacement, came up with a design for a gable-mounted (that is, mounted on the inside of the side wall under the roof) attic ventilation fan that will cool the attic. It is electrically powered and typically automatic and is mounted behind a rectangular, louvered gable vent installed in the wall. Ask the Nepenthe Office for more specific information. Another type of fan is the "whole house"-type fan mounted in a ceiling to exhaust interior air into the attic. Because it is not mounted in and does not affect exterior siding or the roof, Nepenthe does not regulate the whole house fan, and leaves installation up to the homeowner.

Awnings and Shade Sails

Board Approval Required

The installation of exterior retractable patio awnings and structurally anchored shade sails are considered architectural alterations to a home's exterior and therefore require prior approval of the Board. Another shade structure approved has been a fabric canopy that slides on its support wires.

Applications

Applications for retractable awnings and shade sails must include a full description of the proposed installation as well as samples of the selected awning or sail fabric.

Retractable Patio Awnings

Retractable awnings allow residents to have shade and enjoy sun when they wish.

General specifications

- Awning style – Lateral arms open and close horizontally under the awning canopy.
- Retraction – manual or motorized.
- Widths – 8 feet to 20 feet.
- Projection – 7 feet to 11 feet 8 inches.
- Fabric Selections: Solid, lighter-colored earth tones which are complementary to the residence exterior paint.

Installation

Retractable awnings may be mounted on the siding in the area above patio windows and doors and below the horizontal flashing between panels on two-story residences. Awning installation must allow for future removal for maintenance (painting and replacement) of exterior siding. For motorized awnings the power cord may be securely mounted to the siding and painted to match the siding.

Shade Sails

Shade Sails (aka Sun Sails) with the right design provide shade to patio areas. The sail is typically anchored to a residence, garage, or free-standing wooden posts no more than 8 1/2 feet in height which are embedded in concrete footings. Shade sails are considered temporary tension structures which may be taken down seasonally.

The perimeter of each sail is designed with a catenary curve inward towards the center of the sail to control the fabric tension. Shade sails have reinforced webbing around the edges and marine stainless-steel Delta or D-Rings at each corner. When properly anchored and tensioned, this curve or gore helps eliminate fabric wrinkles, sagging and flapping in the heaviest of winds.

General specifications

- Style – Triangle or rectangle
- Widths – Variable depending on location of installation
- Fabric Selections -- Solid-color, lighter-colored earth tones which complement the residence exterior paint.

Installation

Shade sails may be mounted on residences in the area above patio windows and doors and below the horizontal flashing between panels on two-story residences. Sail installation must allow for future removal for maintenance (painting and replacement) of exterior siding. Sails may not be anchored above horizontal flashing between panels on two story residences. Mounting anchors must be securely installed and sealed to prevent moisture intrusion through exterior paneling into structure framing.

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Chimney Caps

Nepenthe Office Approval Only

The original section of Nepenthe (in the northeast) has roofs with wooden chases, while the much larger, later section has masonry chimneys of brick. Chimneys with a wooden chase contain a round flue that requires a round cap. The round cap and the chase must be painted the color of the structure.

Masonry chimneys must have a cap that will conform to the exterior shape of the chimney, normally a square or rectangular cap. Caps should be made of a durable material and have a dark brown or black matte finish.

Communication and Cable wiring

Nepenthe Office Approval Only

Wiring for telephone, cable television service, fiber optic cable, and other electronic communication wires can be installed on top of the siding on the exterior.

Because of the variation in the house and patio layouts, location of the alarm box shall be Wireless of the home. Where possible, wires shall be placed next to trim boards or inserted into the grooves of the siding. Where concealment is not possible, all wiring and equipment must be located so as to have minimal visibility.

Such wiring cannot be run over or stretched on top of the shingles of the roof. All such installations shall be securely attached to the building without sags in the wires, or loosely hanging or extra lengths and shall be maintained for its duration of use. It is the homeowner's responsibility to see that these wiring installations are painted the exact color of the home's exterior.

If at some future time, should the installation and its wiring or conduit be removed, homeowners are responsible for restoring the exterior location where the improvement was installed, for appropriately filling and repainting any penetrations of siding or fascia boards, and for removing all wiring and materials associated with equipment.

Exterior Security Lighting

Exterior Lighting on Garage Walls Inside Fence Line

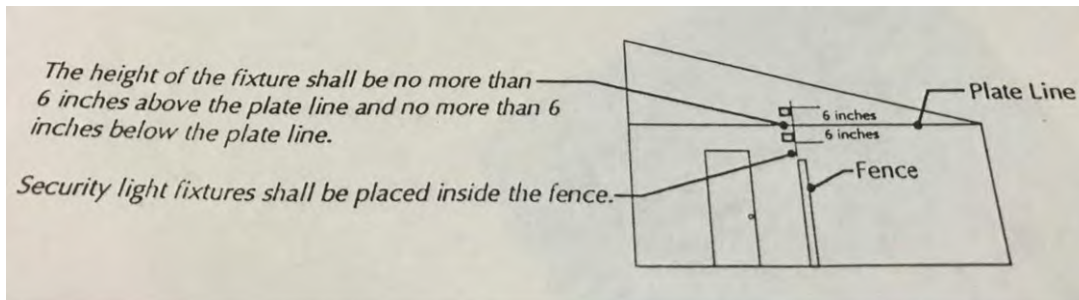
Board Approval Required

This type of fixture is designed to illuminate the walkways on both sides of a backyard gate.

The security light fixture must be bullet-style with one or two bulbs that are adjustable so that the light can be directed downwards, with a shield over the bulbs. A motion-sensor feature is not allowed; the lamp must stay on continuously when manually turned on.

The fixture must be bronze, dark brown or an unobtrusive color that is compatible with the color of the dwelling. The homeowner must specify the make and model of the fixture and submit a drawing, picture, or photocopy of its appearance. All wiring and/or conduit must be concealed within the structure.

The height of the fixture shall be no more than 6 inches above or 6 inches below the plate line (flashing line between vertical siding panels). The angle of the light shall be adjusted to avoid shining on to other properties, alleys, streets, or into the eyes of motorists or pedestrians.



Exterior Lighting on Garage Walls Outside Fence Line

Nepenthe Office Approval Only

This type of fixture is useful for adding light to a driveway and alley area. The approved light fixture is WAC Lighting's WS-W20506-BZ Scoop LED Outdoor Wall Light Fixture, One Size, Bronze. A photo of the approved light fixture is shown below.



Light source/bulb must be fully shielded. The angle of light beam shall face downward perpendicular to the ground. Fixture lighting brightness shall be approximately 800 lumens (60w equivalent) when controlled by a manual ON and OFF switch; and approximately 450 lumens (40w equivalent) when automatically reactivated by a motion sensor; not to exceed six hours of total night operation. Lighting color shall be warm white (not to exceed 3000K = kelvins). Light fixture installation shall be hardwired with wiring and/or conduit concealed within the garage structure.

Fixture placement shall be centered above the garage's house number plaque, with the bottom of the fixture installed 66 inches above the bottom edge of the building siding. There should be at least 3 inches, but no more than 4 inches, between the top of the address number plaque and the bottom of the light fixture. (In some instances, this may require relocation of the house number plaque to accommodate the light fixture and meet this requirement.)



Exterior Lighting Mounted Below Fence Line

No Approval Required

Backyard and patio light fixtures mounted below the fence line so that they are not visible from outside the patio area may be installed by homeowners without prior committee approval, provided the light does not have a negative impact on the common area or neighboring units.

Exterior Window - Sun Screens

Board Approval Required

For shading windows by an exterior device, only sunscreens are permitted. No bamboo or any film or film-like material applied to the glass shall be allowed to shade windows on the outside of the home. No roll-up blinds are allowed. No awnings shall be allowed to shade windows on the outside of the home except above windows and sliding glass doors inside fenced patio areas. Refer to [Awning](#) and [Shades Sails](#) sections for specific rules.

The only exterior shade permitted is a sunscreen: a screen held by a frame and fastened over the existing window. The screen material is generally a fiberglass mesh in charcoal color only.

Mounting Hardware

The mounting hardware should be of metal, in a black walnut finish (or similarly dark brown or black color) or should be painted to match the frame and should be attached as flush as possible to the window surface.

Placement

All windows must be covered by a sunscreen on any exposure where a sunscreen is placed, except windows and sliding glass doors inside fenced patio areas.

Advertising

No advertising markings of any kind are allowed on the sunscreens. The Association does not certify the effectiveness of the material; rather, the Association's only responsibility is to approve the outside visual acceptability of the material.

Exterior Window - Security including window bars

Board Approval Required

Requires specific justification which must include complete design information and application.

Flag Installation

Board Approval Required

Please refer to *Nepenthe Association Community Rules* (4.4.1. Signs {CC&Rs Sec. 3.5}) for the restrictions and the criteria to be met for flag installations. Appropriate information shall be included in the application packet submitted for review and recommendation by the ARC. This document can be found at <http://NepentheHOA.com>

Floral Trellis

No Approval Required

A floral trellis is a single-plane vertical structure, like a lattice, that supports a shrub. It may be visible above the fence line, and either freestanding or affixed to a wall. If the trellis is mounted on an exterior wall or on the dividing wall functioning as a fence, it shall be removable and not permanently attached to the siding to allow for siding removal and painting of the structure.

Front Door

Nepenthe Office Approval Only

The original section of Nepenthe (in the northeast, bounded by American River Drive, Commons Drive and Swarthmore Drive) has front doors in a six-panel colonial style; the other, much larger section has front doors in a flush (that is, plain) style.

Accordingly, the replacement front door must be the same style as the original door, six-panel colonial or flush, as appropriate, and must not contain windows. The Nepenthe Office can approve this application.

Note: For a home with a front door within a fenced patio area (such as Models 2200 and 2300), where the front door is largely obscured from view from the common area, front doors other than a solid type may be considered.

Only the approved colors may be used. There are a variety of color choices. Please check with the Nepenthe Office for a list of updated, approved colors.

Front Screen Door

Nepenthe Office Approval Only

For use with the front door, a variety of screen doors, storm doors and security doors have been approved in the past. Please see the list of approved doors in a separate flyer available at the Nepenthe Office. If you are requesting a design not available with the Nepenthe Office documentation, an application to the ARC will be required.

Garage Door – Passage (“Man door”), New

Nepenthe Office Approval Only

(This refers to creating a side door to the garage for humans where none existed originally.) The new door must be in the prevailing style: flush, having no windows. The door must open into the fenced backyard.

Garage Door – Passage (“Man door”), Replacement

No Approval Required

(This refers to the side door for humans.) The replacement door must be the same style as the original door: flush, having no windows.

Garage Door - Vehicle Sectional Roll-Up

Nepenthe Office Approval Only

The Nepenthe Office can approve this application. The style of garage door to be used is that constructed with four individual horizontal sections and shall have an exterior surface of hot-dipped galvanized steel with a wood-grained finish; and be of a flush style with no raised panels, no windows, and no grooves between sections. When the door is rolled down, the four sectional panels must all be in the same vertical plane.

The initial painting of the door is the homeowner’s responsibility. Contact the Nepenthe Office to obtain the name of your home’s exterior paint color. Subsequent re-painting will occur during the normal painting cycle. All other maintenance of the door shall be the owner’s responsibility. Panels and wooden trim must be kept in good condition, and the door kept closed except when automobiles are entering and exiting the garage.

Gas Line and Gas Meter

Board Approval Required

A homeowner may install gas service. The gas line pipe from the gas meter is to enter the residence at a height of no less than 12 inches or more than 18 inches above the level of the ground. Gas line piping for connection from the meter to appliances, HVAC systems, or fireplaces shall be installed within the walls and attic space of the residence and shall not be affixed to or installed on the exterior of the residence.

Gas line installations and flues for gas appliances must meet City codes as approved by City inspectors. Flues for gas appliances are preferred to be installed in roof areas originally designated for vents, usually “back” or alley half of the roof. If the current City code does not permit installation in such a location, flues will be allowed in other roof areas.

The meter and piping on the house’s exterior are to be painted the same exterior color as the house, and the flashing and flues on the roof to be painted the same dark color as existing roof vents. Nepenthe’s roof intrusion policy applies: Any roof penetrations after roof replacement may void Nepenthe’s roof warranty, and therefore any resulting water damage shall be the responsibility of the homeowner.

Gutters and Downspouts

Board Approval Required

Gutters and downspouts have been installed on homes either by the original builder or by the Association and should provide adequate drainage. The Association provides maintenance for gutters and downspouts with one exception.

If the gutters and downspouts have not been altered from the way they were installed by the original builder or the Association, the Association will maintain them, cleaning them out if they become clogged. If, within a fenced backyard patio, the bottom of the downspout has been connected to a buried drain pipe that transports the water underground out to the Common Area, then the homeowner becomes responsible for maintenance of that downspout and drain pipe.

If a homeowner should wish to replace the gutters, the new gutters must be of the same galvanized, rectangular type and color as currently installed on surrounding Nepenthe homes. Older installations have 5-1/2-inch-deep gutters, while newer Association installations in conjunction with re-roofing measure 7-1/2 inches deep. Rainwater discharge from downspouts shall not adversely affect any neighboring property or the Common Area.

No other style gutter or downspout is acceptable. Gutter guards and screens are not permitted. In 2014, the Board adopted a policy banning gutter guards because ultimately they create more problems than they solve.

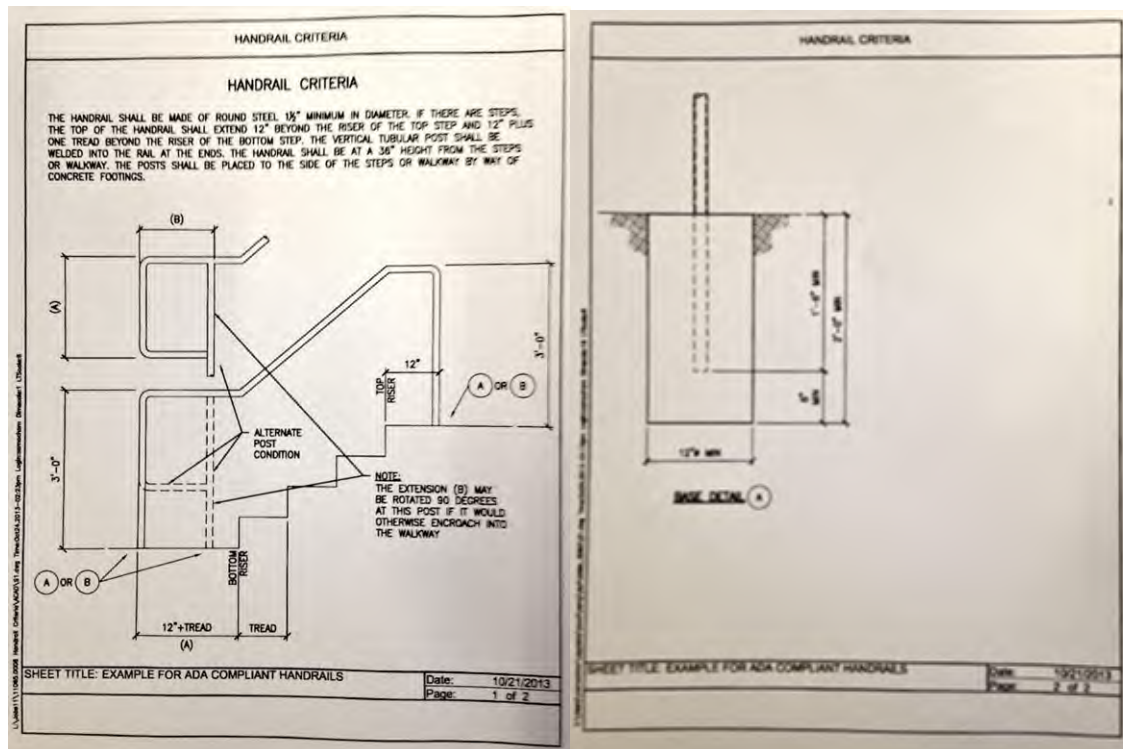
Handrails

Board Approval Required

Nepenthe’s handrail design has been created to be in keeping with A.D.A. requirements. The handrail shall be made of round steel 1-1/2 inches in diameter. If the walkway where the handrail is to be installed contains steps, the top of the handrail shall extend 12 inches beyond the riser of the top step and 12 inches plus one tread beyond the riser of the bottom step. (See diagram below.)

The vertical tubular post shall be welded into the rail at the ends. The handrail shall be at a 36” height from the steps or walkway. The posts shall be placed to the side of the steps or walkway by way of new

concrete footings and not affixed into the existing walkway concrete. The handrail shall be painted black.



Mailbox

Nepenthe Office Approval Only

A curbside mailbox, with or without a separately installed locking mechanism, must be compatible with other mailboxes in the community in size, color and installation. A list of approved curbside mailboxes is available from the Nepenthe Office.

Mail Slot, Use and Replacement

Board Approval Required

New mail slot installation requires HOA approval. Residents are to submit a Home Improvement Application for ARC review. The mail slot may be installed on either side of the garage door. The outside bottom of the slot must measure 39 inches from the bottom edge of the siding of that panel, and the slot should be centered between the vertical frames.

Exterior mail slot plates must be of metal with a black, dark bronze or dark walnut matte-like finish. The design must conform to those originally installed (see illustrations below) and shall be about 3 inches tall by 10-13 inches wide. If studs must be cut to install or widen the mail slot, the wall opening should be re framed to maintain structural integrity. No wood trim is to be altered or removed in order to accommodate the mail drop.

Replacement of an existing exterior mail slot plate does not require approval if an approved product is used. All others require prior Association approval.



For Example:

Baldwin Model # 0012 Letter Box 3" X 10" Plate
Oil-Rubbed Bronze (#0012102) or
Black (#0012102)

Deltana Bronze Mail Slot 13" w/ Interior Frame
Oil-Rubbed Bronze – Model MS211U10B
or Black – Model MS211U19

Schlage 2" x 11" opening, overall plate 3.5" x 13"
Aged Bronze (brass highlights) Model 620-716

March 2024

Microwave Ovens – New Circuitry Requirements

No Approval Required

When a microwave oven is to be added in the kitchen in a permanent, hardwired installation, current building codes require a new, dedicated circuit just for this appliance. For most house models, it would be difficult to run new wiring from the circuit breaker panel into the kitchen because the rear wall space in between the studs is already occupied by patio sliding doors, windows, and existing circuitry. If this new wiring circuit for a microwave cannot be readily concealed within a wall, new wiring within a conduit is allowed to be installed on top of the siding on the rear wall. It should be placed so as to be as unobtrusive as possible but also so as to not impede removal of the siding. Where possible, conduit shall be placed next to trim boards or into the grooves of the siding. For a horizontal run of conduit, for instance, placing the conduit on top of the plat line divide between the first and second floors is often unobtrusive. Where concealment is not possible, all conduit, wiring and equipment must be located so as to have minimal visibility.

Patio Hardscape, Planter Areas, and Rainwater Drainage

Board Approval Required

Good neighbors keep their patio enclosures in a healthy, neat, and attractive manner. The homeowner is responsible for maintenance and improvements within the fenced or enclosed patio areas on the lot (CC&R 5.2(b)), including the horizontal hard surfaces (for example, poured concrete or brick/stone pavers), landscaping (for example, trees, shrubs, surface mulching, and raised planter boxes, if present) and related surface drainage. The Association is responsible for maintenance, repair and replacement of exterior wood siding and fences separating patios from common areas and neighboring yards (CC&R 5.1(a) and 5.2(c)), except in instances in which the homeowner's negligent maintenance or improper improvement actions may be determined to be the cause for any wood dry rot and/or termite damage, including water or landscape intrusion into an adjoining residential lot/structure (CC&R 5.3(a)).

The California Residential Code (Title 24 Part 2.5) specifies building standards within these areas that will help avoid insect and rot damage, as well as intrusion into neighboring properties. Nepenthe Rules follow:

Patio Hard Surface

Surface grading (drainage slope) within 10 feet of a structure wall or adjoining residence party wall/fence shall fall at a minimum of two percent or about an inch for every 4 feet of patio hardscape (CRC R401.3 Drainage).

- Surface grading (drainage slope) within 10 feet of a structure wall or adjoining residence party wall/fence shall fall at a minimum of two percent or about an inch for every 4 feet of patio hardscape (CRC R401.3 Drainage).
- Exterior wood siding, sheathing, and wall framing shall have a minimum clearance of at least 2 inches measured vertically from the top of the final hardscape surface to the siding (CRC R317.1 Protection of Wood and Wood-Based Products from Decay).
- Any hardscape surface finish visible from neighboring properties or a common area shall be of an unobtrusive texture, pattern, and color compatible with the color of the dwelling and natural stone.

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Patio Planter Areas

Residential lot drainage is a responsibility of the homeowner. Any change to original patio planter areas can impact established lot drainage patterns. A rain gutter and surface water drainage plan must be provided for any change to the size or shape of existing patio flower/landscape beds, proposed installation of curb edging to existing planter areas, or construction of raised planting beds. Where planter boxes are installed adjacent to exterior siding or wood fencing, a minimum horizontal air space of 18 inches shall be maintained between planter and the wall to provide access for ongoing debris removal and siding maintenance.

Patio Rainwater Drainage

All Napa lots were originally graded to provide adequate positive rainwater drainage. Any redirecting of rainwater from a downspout located within an enclosed patio area can impact original approved drainage patterns. Any changes must address proper erosion control, including prevention of sedimentation or damage to property adjacent to the lot (as required by the Sacramento City Code). A plan must be provided before installing buried extensions to gutter downspouts. The buried downspout extension should slope about one inch for every 8 feet, provide clean-out access within the patio area, and the pipe discharge end should not extend into the Common Area. If, in order to achieve gravity drainage, the buried discharge end must extend into the Common Area, it will be necessary for the homeowner to explain why in the application. The discharge shall not be directed towards an adjacent property or walkways. The appearance of the discharge end shall be aesthetically non intrusive to the common area landscape.

Patio Landscaping: Trees, Shrubs, and Plants

All exterior landscaping located within the fenced or enclosed patio areas on the lot are the responsibility of the homeowner, including planting, maintenance, repair, and removal. Landscaping shall not extend into an adjoining residential lot or over an adjoining structure. Fences must be kept free from vegetation (for example, ivy or other climbing plants) to prevent persistent wood moisture leading to cracking and rot.

Patio Soil & Mulching

A layer of mulch buffers soil from the heat, keeps weeds out, and prevents soil compaction. However, mulch material also retains water and attracts bugs (e.g., termites). Direct or close contact between mulch and wood can result in significant damage. According to CRC R317.1 - Protection of Wood and Wood-Based Products from Decay, exterior wood siding, sheathing, and wall framing should have a minimum clearance of at least 6 inches measured vertically from the top of the soil and/or mulch.

Association siding and patio fence replacement due to wood dry rot and/or termite damage is a steadily increasing cost, leading to annual increases in Association monthly fees. The Association is responsible for maintaining the siding-to-soil clearance for walls and fences facing the Common Area. However, within the enclosed patio area this responsibility is assumed by the homeowner. All homeowners are asked to immediately eliminate any patio soil and/or mulch contact with structure siding or patio fence and move towards incremental and continuous compliance with the minimum soil/mulch clearance requirements for exterior wood siding, sheathing, and wall framing.

Patio Landscape Irrigation

Irrigation systems for patio landscaping can provide effective water usage if properly installed and maintained. Sprinklers' spray must be directed away from structure siding and fences to prevent wood rot. Overwatering drowns plants while inviting bugs (e.g., termites). Broken irrigation lines and sprinkler heads can lead to adjoining-property and common-area damage, leading to homeowner responsibility for repairs.

Patio Pool

Board Approval Required

This refers to homeowners creating a hot tub, in-ground soaking tub, or swimming pool within their backyard. All pumps and other noise-producing equipment must be located inside the garage on the side opposite the closest neighboring house. The pool and equipment, along with electrical wiring and conduit, must not be visible from the street or common area. Pool equipment must be situated so that it does not prohibit the parking of two vehicles in the garage.

After construction of the pool or spa, all of the Common Area that was affected by this construction must be restored to its original condition, including plants and fences. Note that the contractor must keep the area neat and clean during construction. No soil or other debris can be washed down the storm drains.

A copy of the City building permit (or screenshot of City's website), shall be submitted upon completion of the work along with the Notice of Completion (NOC).

Patio Structures or Improvements: Shed/Free-Standing Structure

Board Approval Required

- For a pool in the backyard, see [Patio Pool](#)
- For antenna or satellite dish, see [Antenna](#) or Satellite Dish
- For awnings or shade sails or shade canopies, see [Awning](#) and Shade Sail
- For patio concrete and planter beds, see [Patio Hardscape](#)
- For a trellis or patio cover, see [Floral](#) and Overhead [Trellis](#)

Fence Line Requirement

So as to limit unwanted visual impacts, no non-Architectural-Application-approved structures or appurtenances shall be visible above the backyard fence line. This includes ladders, woodpiles, tarps, etc. Exceptions are independently growing trees and shrubs that grow above the fence height, and patio umbrellas, and other permitted improvements mentioned below or elsewhere.

If a structure is erected within the fenced backyard area and can be seen over the fence, the Association will require that it be applied for and approved; certain other structures of lower height also require an application, namely, a backyard pool, or a shed or outbuilding.

Spacing from fence

Note that no matter what type of backyard improvement or structure may be placed upon the ground permanently, it must be located at least 1 ½ feet (18 inches) away from the backyard fence and exterior siding, in order to allow access for fence repair, unless it can easily be moved out of the way.

Patio Structures

This section deals with an installation that is permanent and can be seen above the fence line and is not addressed in a *Rules* section of its own: for example, garden decorative features or ornamental structures, rock walls, art installations and/or walls; free-standing shade structures; saunas or other building-like structures for containing people.

Tents, tent-like structures, and garden canopies supported by a three-dimensional framework are not permitted.

Patio umbrellas have no restrictions on height, size, or color. The only permitted free-standing shade structure is a patio umbrella secured in an appropriate-sized umbrella stand.

Shed – Board Approval Required

The height of the shed is not to exceed the height of the backyard fence. The structure shall not be attached to any wall or fence and must be 18 inches away from a fence or exterior wall, in order to provide access for siding or fencing replacement/repair or painting.

Garden Decorative Structures – Board Approval Required

Permanent garden decorative features, such as rock walls, fountains, art installations, art walls, or sculptures that are visible above the fence top will be considered on a case-by-case basis.

Overhead Trellis (Overhead Patio Cover)

Board Approval Required

All costs of acquisition, installation, maintenance, repair, or replacement of other building components related to an overhead trellis shall be borne by the owner when incurred. This includes removal and re-installation necessitated by Association maintenance such as repair of siding, fences, and painting.

Maintenance to an existing trellis

Maintenance and repair to a trellis already in place is the homeowner's responsibility and does not require an application to the ARC nor Board approval unless the configuration or material for individual elements is revised substantially, such as hollow aluminum in lieu of wood members. Trellises may be painted either the exterior color of the house or the color of the fencing.

Installation of a new Overhead Trellis

This type of trellis (or patio cover) is three-dimensional, constructed of beams, is attached to the house, and shades the patio. Nepenthe's original builder offered two designs of trellises, the large and the small, which are described as follows.

The trellis shall be constructed of wood (for aluminum, see [Aluminum Trellis](#) below) of smooth or rough grade. Redwood or cedar wood is recommended. The posts shall be 4 ft x 4 ft (or 6 inches x 6 inches) and approximately 8-1/2 feet in height after installation. The posts shall be set on a metal post base

which is embedded in a concrete pier. Pressure-treated wood is recommended. The wood of the post shall be set two inches or more above the dirt grade. There shall be a 2 inches x 6 inches ledger beam mounted to the siding 6 inches above the trim of the sliding glass door and sealed with caulk across the top (note detail in diagram). The trellis shall not be covered with any plastic sheet, bamboo, canvas, or any other material. However, 2 inches x 2 inches rails spaced every 3-1/2 inches may be placed perpendicularly to the cross beams.

If required, a building permit shall be secured. The homeowner shall contact the building department and include the response in the request.

Large Trellis: (See Exhibit A)

There shall be two support beams, 4 inches x 6 inches or one support beam, 4 inches x 8 inches. The support beam shall be parallel to the dwelling. The support beams shall be bolted to the outside of the posts with the bottom approximately 18 inches from the top of the post, allowing about 6 inches of post to be visible once cross beams are mounted on top. All cross beams, 4 inches x 6 inches, shall be affixed above the support beams and shall be perpendicular to the sliding door and attached to the ledger by metal brackets. Cross beams shall not be attached by an S wire and shall not be attached below the support beams. Cross beam ends shall extend approximately 15 inches beyond the support beam and be equidistant from each other with approximately 20-inch centers.

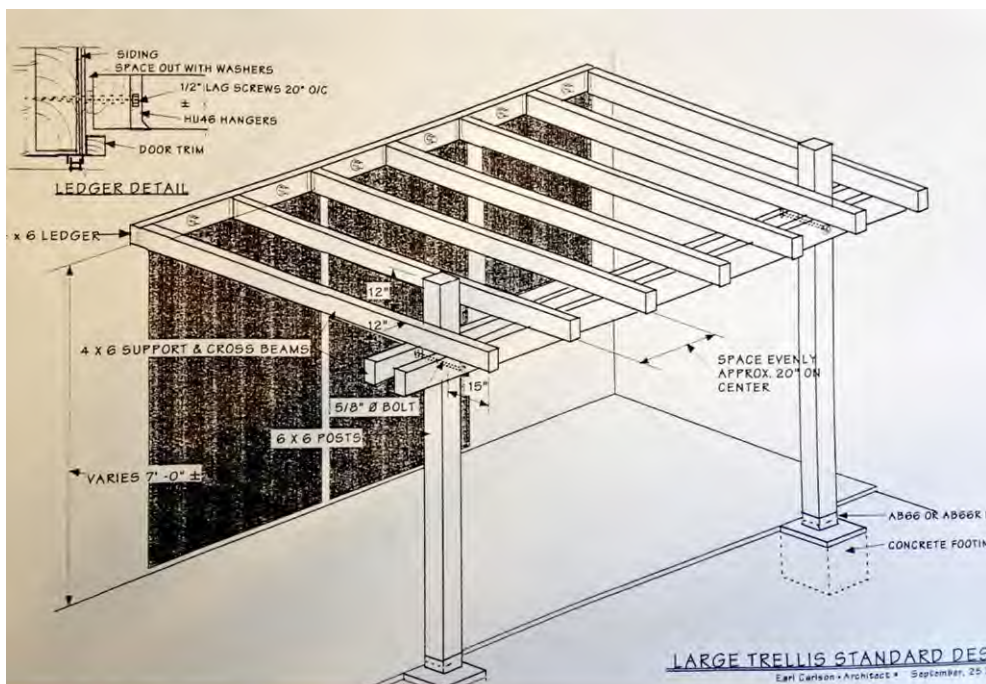


Exhibit A

Small Trellis: (See Exhibit B)

There shall be four support beams, 4 inches x 6 inches. There shall be one support beam bolted to each side of each of the two posts. The support beams shall be perpendicular to the dwelling. These four support beams shall attach to the ledger above the sliding door by metal brackets. The bottom of the support beam shall be placed approximately 18 inches from the top of the post, allowing about 6 inches

of post to be visible once cross beams are placed on top. All cross beams, 4 inches x 6 inches, shall be placed above the support beams and shall be parallel to the dwelling. Cross beams shall not be attached by an S wire and shall not be attached below the support beams. Cross beam ends shall extend approximately 10 inches beyond the support beam.

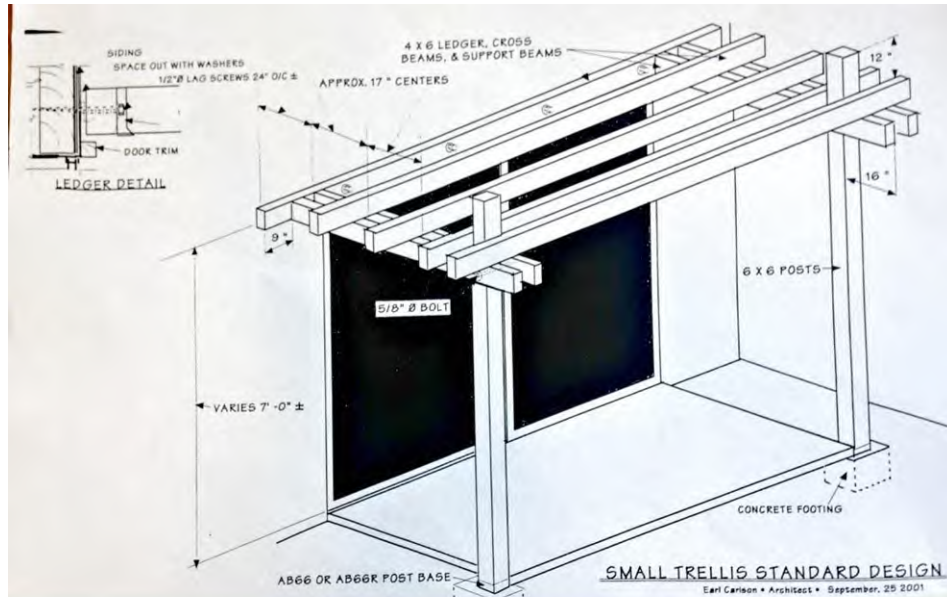


Exhibit B

Pre-Manufactured Aluminum Trellis:

An aluminum trellis or patio cover will be considered by the Committee and the Board provided it conforms closely to the above specifications noted above for dimensions and configuration. The manufacturer's specifications and a color chart must be provided for committee consideration.

Security Camera

Board Approval Required

Installing an exterior security system and cameras is considered an architectural alteration to a home's exterior and therefore requires prior approval of the Architectural Review Committee and Board of Directors.

Applications

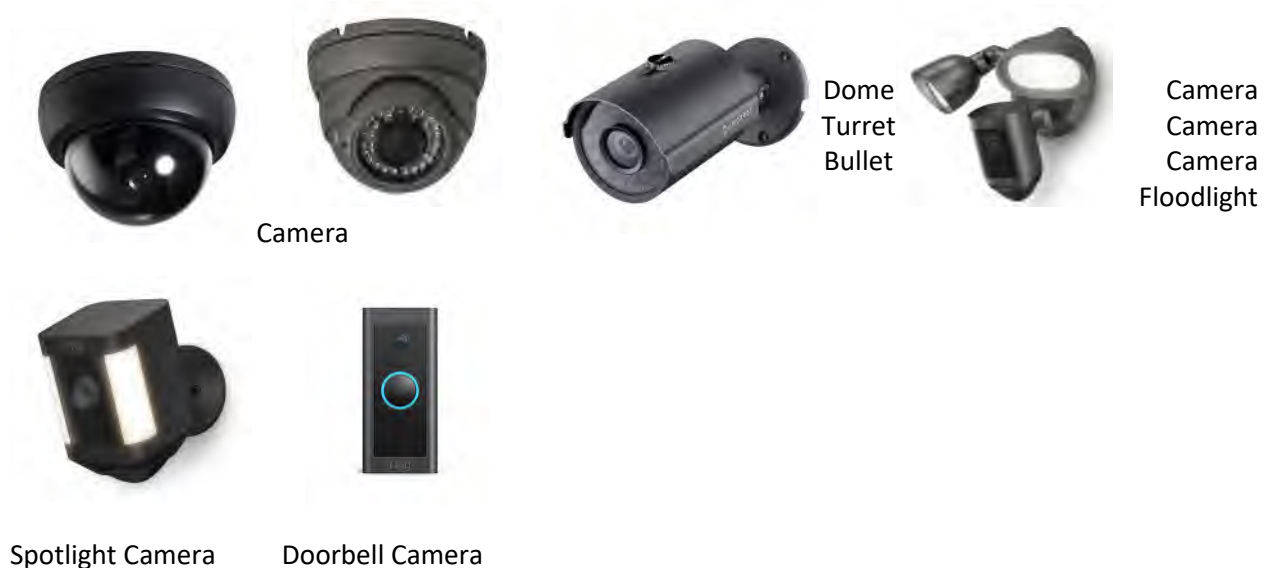
Applications to install an exterior security system and cameras must include the following:

- a plot plan showing the locations of cameras in relation to the residence, neighboring structures and common areas;
- specifications on the size, camera shape and camera angles;
- a diagram showing the field of view for each of the cameras;
- pictures of the exterior locations where cameras will be mounted.

The Architectural Review Committee may require a revised application if there are any changes made to the initial application. Such changes include, but are not limited to, altering the location, equipment, or field of view of the camera(s).

Camera Types

There are a variety of cameras available. Typical types are Doorbell, Spotlight, Floodlight, Dome, Turret and Bullet cameras. For night viewing, only infrared (IR) motion-detecting cameras or ones with brief bright illumination are permissible. A camera with a dark-colored housing is preferred over one with a white housing.



The camera type utilized will be dependent on the location of the installation. Residents are encouraged to utilize a licensed security system vendor to assist in selecting the proper camera for the proposed location.

Placement of Camera(s)

Home security cameras need to be mounted in the least intrusive or visible locations, and the height of cameras shall be no more than 6 inches above or 6 inches below the plate line (flashing line between vertical siding panels) and no higher than 102 inches above ground level at highest point. Cameras may never be specifically directed at neighboring properties or Common Areas, with the exception that these areas may be captured when the camera is motion activated.

Security System Signage

Security system signs affixed to fences, gates, residences, and mailbox posts are not permitted. Small decals or signs indicating that the home is protected by an alarm system, size not to exceed 3 inches x 8 inches, may be placed on a lower corner of the first-floor windows or another location approved by the Association. One alarm company sign mounted on a stake be placed in the ground with a stake near the rear entrance of the home.

Security Systems, and Alarm Bell Boxes, Exterior Mounted

Board Approval Required for Hard-Wired Systems ONLY

Typically, new security systems now no longer use an external alarm bell box. If needed, alarm boxes shall be installed on exterior siding in an unobtrusive location within the homeowner's fenced patio area. *Exceptions to this rule will be allowed only in cases where it can be demonstrated that placement of the box in the general location stated above will significantly impede operation of the alarm system.*

Because of the variation in the house and patio layouts, location of the alarm box shall be considered on a case-by-case basis by the ARC.

Alarm boxes shall be painted the same color as the exterior of the house or garage on which they are placed, at the homeowner's expense. *Exceptions to this rule will be considered only in cases where the alarm box cannot be seen from the common area or from a neighbor's window or patio.*

Wireless and wired-on-the-interior-only alarm systems need no application unless adding video surveillance and cameras. *See Security [Camera](#).

Skylight

(Also see Solar [Tube](#))

Board Approval Required

Skylights, opening or non-opening, are permitted. Exterior frames shall be dark brown or a similar dark color. Only flat, rectangular skylights are permitted. The highest point of the skylight from the roof surface shall be no greater than 12 inches. The skylights should be positioned so that installation can avoid cutting the top chords of roof trusses.

Glass panes shall be of safety glazing and translucent or tinted gray or bronze. No other color nor reflective glazing will be allowed.

Any roof penetrations after roof replacement may void Nepenthe's roof warranty, and therefore any resulting water damage shall be the responsibility of the homeowner.

A copy of the City building permit (or screenshot of City's website), shall be submitted upon completion of the work along with the Notice of Completion (NOC).

Solar Energy Roof Panels

Board Approval Required

Please meet with the ARC before developing plans or submitting an application for approval.

Thermal solar systems and Photovoltaic (PV) panels must be installed by a registered contractor as determined by the California Solar Energy Industries Association and the California Energy Commission.

Thermal Solar Systems, as for heating water for a pool, must be of dull black, non-reflective material, including all piping, brackets, fittings, clamps, etc. The piping into the roof shall be immediately adjacent

to the manifold. The owner is to maintain the installation in a uniform black appearance. Specific justification for an area greater than 120 square feet shall be provided. A photo or drawing showing the roof panel size and proposed location must be submitted.

Photovoltaic (electricity-generating) systems must meet these requirements:

- The peripheral equipment, including any conduit, inverter, etc., associated with the installation of roof solar panels shall be located in an area that will minimize the visual and esthetic impact on the community. The first locations to be considered shall be the interior walls of the garage or exterior walls inside the patio fence line.
- Supports for the solar panels shall not impose a dead weight concentrated load exceeding 150 lbs. anywhere on the supporting roof.
- Continuous supports for the solar panels shall not impose a dead load exceeding 75 lbs. per ft. on the supporting roof.
- Continuous supports for the solar panels that are installed perpendicular to the roof slope shall have a drainage gap at 10 ft. maximum.
- A building permit shall be secured prior to submission of the application to the Association. The homeowner or the solar system contractor shall submit a permit application to the City Building Department and include evidence of the approved permit in the application.

Homeowner's Responsibilities for Rooftop Solar Systems

The homeowner shall be aware that penetrations of the roofing for the new solar panel installation or reinstallation compromises the warranty for the roofing and that the homeowner will be responsible for the cost of any damage to the building's structure and interior due to water leakage caused by said penetrations.

The homeowner will be responsible for additional costs related to the removal and replacement of the solar panel system that will be required for future roofing replacements or repairs.

The homeowner will be responsible for additional costs related to the removal of rooftop debris, whether during regular rooftop cleaning by the Association or for special cleaning required to clear debris that has collected under or around panels.

An additional legal agreement form is required for Solar Energy Roof Panels applications and is available from the management staff or www.nepenthehoa.com.

Solar Tube

(Also see [Skylight](#))

Board Approval Required

Solar tubes must be no larger in size than 14 inches in diameter and may not contain an exhaust fan. The versions containing a lamp or light for lighting the room below at night are permitted.

The brand Solatube has been previously approved by the ARC, along with others.

Any roof penetrations after roof replacement may void Nepenthe's new roof warranty, and therefore any resulting water damage shall be the responsibility of the homeowner.

Windows – Replacement

Board Approval Required. A supplemental windows questionnaire must also be submitted, which may be obtained from the Nepenthe Office or www.nepenthehoa.com.

Nepenthe's CC&Rs require exterior improvements to be consistent with the original architecture and harmonious with the aesthetic design standards. To increase the likelihood of approval by the ARC and the Board, Nepenthe recommends the owners discuss window options with a member of the Architectural Review Committee prior to submitting an application.

There exist two architecturally different sections of Nepenthe: the older is in the northeast and is bounded by American River Drive, Commons Drive, and Swarthmore Drive; outside of this area is the slightly newer, much larger section of Nepenthe.

As with other building design elements, windows design differs between the two architecturally different sections of Nepenthe. Excluding patio sliding doors, the original section of Nepenthe (in the northeast section) has some sliding windows that are asymmetrically divided vertically into 1/3 - 2/3 or 1/4 - 3/4, while others are 1/2 – 1/2; the much larger section of Nepenthe uses only 1/2 -1/2 divisions vertically for most windows.

A copy of the City building permit (or screenshot of City's website), shall be submitted upon completion of the work along with the Notice of Completion (NOC).

Frame

The replacement window frames' outside appearance must be similar to that of the original Blomberg metal windows frame in frame size/thickness (including horizontal rail and vertical stile components), block (non-decorative) frame shape, and minimal frame exposure appearance. That is, the exposed, visible portion of the replacement window frame must be of essentially the same dimension ("width") as the original sliding door or window's dimension, including the kitchen greenhouse windows. The window frame's exterior color shall be a very dark brown close to the original color of the original Blomberg windows' frame color: Blomberg's shade is called "Dark Walnut" while other manufacturers call it "Bronze" or "Dark Bronze."

Configuration

All sliding window frames on any one elevation of a house must be of the same style and appearance, as of a single manufacturer's product. Vertical frame divisions are recommended to be replaced in the same configuration as that of the original windows (including the asymmetrical 1/3 – 2/3 configurations). If homeowners wish to change the vertical frame divisions from the existing configuration, they may choose one of the following [see Diagram 1]:

- 1) For windows with an overall width of 7 ft. (84 inches) and greater, the vertical frame divisions may be configured at quarter/half/quarter, to ease opening.
- 2) For windows with an overall width of up to 6 ft. (72 inches), the vertical frame divisions are to be configured at half/half.

- 3) In two-story homes where the first- and second-story windows are centered one above the other, the replacement windows above and below must be identical in style and configuration.
- 4) Window styles not allowed are the double-hung, casement or awning hinged, or jalousie window.

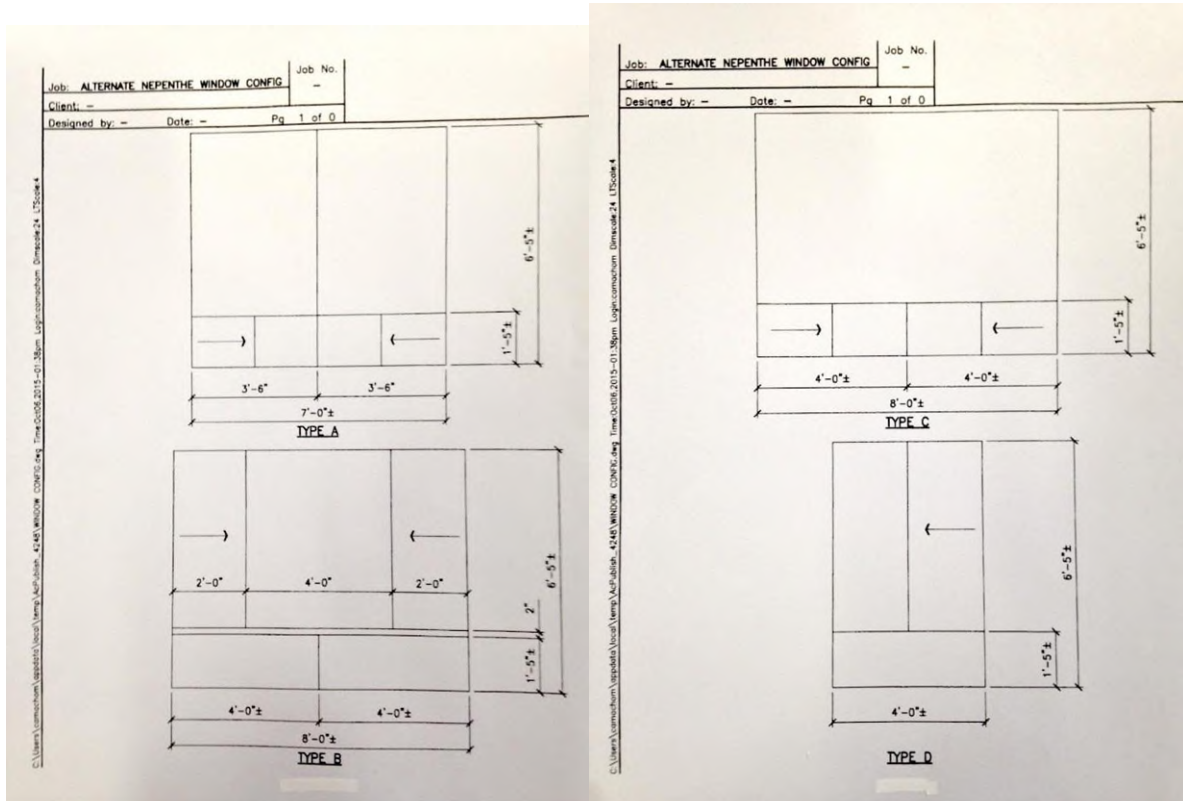


Diagram 1

Trim

The wooden trim pieces surrounding the windows likewise differ between the two architecturally different sections of Nepenthe. The original section of Nepenthe (in the northeast) features the narrowest wooden trim pieces to the left and right (running typically between 3 1/4 inches to 3 15/16 inches wide); a wider piece at the top (3 7/8 inches to 4 inches wide); and the widest piece at the bottom (5 1/4 inches to 5 7/8 inches wide). The much larger, later Nepenthe section uses only 1 1/4 inches-wide trim pieces on all four sides of a window. After the windows are installed, the wooden trim must be replaced with either the original trim or new trim pieces of the original dimensions and in the original location.

Glass – Clear or low-E

The replacement windows shall have glass that is colorless or “clear,” or with a low-energy coating. Other than the low-E glass itself, no frosted privacy coating, film, decorative pattern, reflective material, or tinting may be applied to any window surface.

Retrofit Versus New-Construction Windows

Retrofit windows are designed for installation into the existing outer aluminum frames already attached to the studs within the walls. The contractor does not have to remove any home exterior materials, like siding, and replacement windows are measured to tightly fit into the existing outer frame. Not allowed are Flush Fin (aka Z-bar) retrofit window frames nailed onto the face of house siding.

Replacement patio sliders and “new construction”-type windows (if preferred) will require the complete removal of the existing frame nailed to the home structure. For patio slider replacement, the procedure is as follows:

- Replace any newly exposed dry-rotted structural framing (for example, the slider bottom wood plate)
- Attach wood trim pieces identical in size, material, and paint color to the original.
- For new-construction replacement windows, the procedure is as follows:
 - Remove exterior materials and nail new window frame fins to exposed studs;
 - Replace any newly exposed, dry-rotted structural material (for example, sill wood plate, trim);
 - Install new window flashing and replacing any damaged weather barrier material;
 - Install siding and trim that is identical in size, material, and paint color to the original.

Kitchen or Garden Window

For the replacement of an existing greenhouse window with another, the replacement’s style and design shall be similar to the Blomberg Series HP 680 Greenhouse Window, which was originally installed in some houses, and comply with frame and glass rules above. As an option, a kitchen greenhouse window may be replaced with a sliding window of the same opening height and width that matches the product line of adjacent windows.

Patio Door Configuration Options

This refers to creating a doorway onto the patio or converting an original patio sliding door into a swing or hinged door. For the replacement of a patio sliding door, the requirements are the same as windows description above, except wider frames similar to the original Blomberg sliding doors are necessarily used. Difficult-to-slide patio doors may be replaced with doors and/or windows. Swing opening, hinged doors are permitted so long as a modern appearance is maintained consistent with original architectural design standards. Referred to as French doors, they consist of a glass pane throughout their length. Divided window panes are acceptable only where not visible from adjacent residential properties or commons areas. Replacement screens should be similar to the originals. Detailed construction elevation drawing must be submitted with the application.

Windows - New Window (where none existed before)

Board Approval Required

Where a window is to be created where none existed before, the proposed window must not significantly alter the original architectural design appearance of the house as viewed from the street or other common area, from a neighboring residential unit, or above the enclosed patio fence line. It must not intrude on the outlook or privacy of other residential units. It must be rectangular, compatible with the exterior design of the unit, and match the existing windows in shape, detail, color and trim. The frame and glass must comply with the rules stated above in this section. A detailed plan and elevation showing location and window dimensions must be submitted.

A copy of the City building permit (or screenshot of City's website), shall be submitted upon completion of the work along with the Notice of Completion (NOC).

Wiring & Pipe Installations – Exterior or Exposed

Board Approval Required

For heating & cooling systems (HVAC), refer to Air [Conditioner](#), Furnace and Heat Pump

For solar energy roof panels, refer to Solar [Energy](#) Roof Panels

For gas line installation or extension, refer to [Gas](#) Line & Meter

For satellite dish installation, refer to [Antenna](#) & Satellite Dish

For cable TV installation, refer to [Cable](#)

For video security systems, refer to Security [Camera](#)

For security systems without video, refer to [Security](#) Systems and Alarm Boxes

If your proposed improvement was not included above, the rules below apply.

Utility, electrical, or plumbing installation

No new pipes or piping for plumbing is allowed to be installed on the surface of the siding so that these pipes would be exposed on the exterior walls. New electrical wiring, via wires alone or wires contained in conduit, is not typically allowed to be installed on the surface of the siding.

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

Board Approval Required

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

Documents required to accompany the Home Improvement Application

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

In addition to submitting a complete Home Improvement Application with all required plans, specifications, and drawings, an Owner desiring to install an ADU or a JADU must include the following: (1) the appropriate Nepenthe model number floor plan with proposals marked on the plan, (2) a written description of the proposal, (3) an architectural modification plan and elevations, (4) an analysis and/or report from a licensed structural engineer that confirms the ADU or JADU will not negatively impact the adjacent building and structure, (5) an analysis and/or report from a licensed civil engineer or other

qualified professional that the ADU or JADU will not negatively impact the Association's and adjacent lots' sewers, drain and water lines, (6) appropriate approvals from the city or county of construction plans prior to the initiation of construction, and (7) signed permits from any required city or county agency with jurisdiction over the project.

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

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

a) Owner Occupancy

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

b) Selling the Residence and Lot with an ADU or JADU

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

c) Setbacks

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

d) Fences and Party Walls

Existing fences and party walls must remain as originally constructed.

e) Detached Accessory Dwelling Units (ADUs)

Exterior appearance: Nepenthe's architecture style is termed the Third (or Second) Bay Tradition. Among its characteristics are simple, geometric volumes and an absence of ornament. Any new detached ADU construction is required to utilize similar architecture that will harmonize and remain aesthetically consistent with its primary residence in terms of color, materials, and style. Without limiting the foregoing, any new detached ADU construction is limited to a single story in height not to exceed 16 feet, utilize the same T-111-style siding (or whatever siding material the Association may be currently using) as on existing exteriors, the same peaked or shed roof with same type of shingles, and maintain the same look as the original Blomberg windows (two-sash sliders with narrow "Dark Walnut"

(a dark bronze or brown-black) visible frame widths (as is described elsewhere in the *Rules for Home Improvement*) as the primary residence. The color of the paint applied to new siding will remain the same as on the primary residence. All electrical, gas, plumbing or other infrastructure elements must be installed within the walls and are not permitted to run or otherwise be located on the exterior of the siding of the ADU. The gutter and downspout servicing a new roof must be of the same design as the existing ones. New construction will be in keeping with existing rules for aspects that are governed by the *Rules for Home Improvement*.

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

f) Residence Conversion - modifying an existing house to contain an ADU or JADU

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

g) Garage Conversion - converting a garage into an ADU or JADU

Garages are not to be torn down or removed.

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

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

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

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

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

3. Home Improvement Application - April 2025.pdf



HOME IMPROVEMENT APPLICATION

Date:	Phone:
Name:	Email:
Address:	House Model:

One improvement per application, please.

These items can be approved in Management Office:	
☐	Front door, per criteria
☐	Screen door, from approved styles
☐	Garage exterior man door, per criteria
☐	Garage vehicle door, per criteria
☐	Antenna/Cable/Satellite Dish installations
☐	Mailbox, from approved styles
☐	Mail Slot, if replacing or approved by Postmaster
☐	Chimney Cap
☐	Ring or Other Video Doorbell

These items require ARC Review & Board Approval:	
☐	Air Conditioner / Furnace/ Heat Pump Replacement* (see <i>Rules for Home Improvement</i> for complete list)*
☐	___ Check if emergency approval is needed
☐	Window or Patio Slider Replacement*
☐	Window – New construction*
☐	Window – Sunscreens
☐	Skylights or Solar Tubes
☐	Solar Roof Panels (Thermal or Electric)*
☐	Gas Line and Meter
☐	Shade Structure – Awnings, Sails, etc.
☐	Trellis (Patio Cover), Garden Feature
☐	Patio Hardscape / Planter Boxes
☐	Patio Pool / Spa and Equipment
☐	American Flags/Flagpoles (specifying size, color, location, and construction materials for the flagpoles or flagstaffs)
☐	Attic Exhaust Fans
☐	Roof Vents – Installations and/or Relocations
☐	Security Camera and/or Lighting
☐	Handrail
☐	Shed

***An Additional form is required. Request Forms from the Nepenthe Office.**

****Installation of windows, skylights, solar panels, heating or cooling system, gas lines and meters, and patio pools, require copy of the City building permit (or screenshot of City's website). ****



Call the Office if you have an improvement you want to make that is not on this list. A member of the Architectural Review Committee will be assigned to work with you on your request.

You Must attach the following items to your application:

1. Floor Plan and House Model (available at clubhouse or www.NepentheHOA.com) of your model showing the location of the proposed improvement.
2. Brochure and/or Specifications for proposed item and a summary statement and explanation. Inclusion of a detailed diagram/schematic is highly recommended.
3. Your contractor's proposal (prices may be blacked out).

The Nepenthe Office will review the application for completeness, sign and submit it to the Architectural Review Committee within two days of submission.

Except for emergency heating and air conditioning, applications not submitted seven days before the scheduled monthly ARC meeting may not be approved until the following ARC monthly meeting.

Please sign below.

I have read the above **Rules for Home Improvements** and agree to provide them to the installation contractor and ensure that all criteria are met. I understand that the approval timeline can take up to 90 days.

Print name

Date

Resident's Signature

Acceptance acknowledged:

Nepenthe Office
General Manager

Date

Upon review, the Architectural Review Committee recommends:

☐ Approval	☐ Approval with Conditions	☐ Denied
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Chair: _____ Date: _____

The Board of Directors will review for final approval at their next open session on _____.

Home Improvement Application: **date approved**

Page 2

4. Notice of Completion - April 2025.pdf



HOME IMPROVEMENT NOTICE OF COMPLETION

Homeowner: Submit this completed form to the Nepenthe Office within 2 weeks of completing the changes you have requested. Your application is not final until the Office receives this form and the work has been approved.

Name	
Address	
Phone	
Email	

Date Architectural Application was submitted: _____

The work for this property that had previously been submitted to the Architectural Committee (ARC) and approved by the Board was completed on: _____

We followed the work plan submitted and any restrictions or changes indicated by the ARC or Board of Directors of Nepenthe Association.

COLOR PICTURES OF THE COMPLETED IMPROVEMENT ARE REQUIRED WITH NOTICE OF COMPLETION

****If you are unable to provide color photos, please contact the Office for assistance.****

Additionally, if your installation was windows, skylights, solar generating panels or heating or cooling system, please provide evidence of your City building permit, such as a copy of the permit or a screenshot of the City's website.

Please describe below the work that was completed:

--

Signature of Owner: _____ Date: _____

The Architectural Review Committee:

Reviewed Work on	_____ Approval	_____ Disapproval *
------------------	----------------	---------------------

*Reason for Disapproval:

--

ARC Chair/member Signature: _____ Date: _____

Rev: **date approved**

5. HVAC Application Questionnaire - April 2025.pdf



HVAC Replacement Questionnaire

IMPORTANT NOTICE: Per the HOA “Rules for Home Improvements”, any new outdoor compressor unit shall be located in the same location as the existing compressor unit which it is replacing. **If the compressor unit needs to be relocated, please explain in answer to question #2 AND include a diagram showing placement with dimensions and measurements.** All refrigerant piping, wiring and electrical conduit shall be reused or replaced by new lines concealed under the exterior siding. No refrigerant piping, wiring or electrical conduit shall be attached to exterior siding. For further information please see the HOA “Rules for Home Improvements”, which can be found here:
<https://nepenthehoa.com/architectural-committee/>

Please answer the following questions. Check mark (X) response and describe as necessary:

1. Is this an Emergency Replacement, (current unit not operable)? ☐ yes ☐ no

2. Will outdoor compressor replacement be located in the same location as the old unit?
☐ yes ☐ no If no, please describe; attach diagram showing placement with dimensions/measurements.

3. Are existing refrigerant lines to be reused or replaced? (☐ reused / ☐ replaced.) If replaced, please describe:

4. Does any additional wiring and/or conduit need to be added?
☐ yes ☐ no If yes, please describe.

5. Does a fence need to be modified to allow adequate circulation of air around the unit?
☐ yes ☐ no If yes, please describe

6. Provide dimensions of the new outdoor compressor.

Width_____Depth_____Height_____



Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825
916.929.8380 / nepenthe.hoa@fsresidential.com

HVAC Replacement Questionnaire

I understand that even though my contractor has signed this form, I am solely responsible for ensuring that these improvements meet the Nepenthe Architectural Criteria.

HOMEOWNER _____ Date _____

Address _____ Phone # _____

Email Address _____

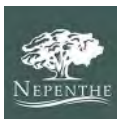
Signature _____

CONTRACTOR'S NAME _____ License# _____

Phone # _____ Email _____

Signature _____ Date _____

6. Satellite-Antenna-Cable Installation Letter - A.pdf



NEPENTHE ASSOCIATION

1131 Commons Drive, Sacramento, CA 95825

916.929.8380

nepenthe.hoa@fsresidential.com

DATE

RE: SATELLITE DISH / CABLE INSTALLATION

Congratulations on your new TV/media communication devices! There are a few things that should be brought to your attention before sitting down to enjoy the latest shows or your favorite sports.

The CC&Rs Section 3.11 requires that you seek approval of the installation of cable TV or satellite dishes from the Association's Management Office. **This letter serves as your authorization to schedule the installation.**

INSTALLATION CRITERIA (this is a portion from the approved *Rules for Home Improvements*)

The Association requests that residents consult with the installer(s) to determine the best location on the owner's property that will conform to these rules per the application submitted.

The Association is aware that many installers (because of lack of time, lack of proper equipment, or employment guidelines) will place antennas or satellite dishes in the most convenient location for the installation company and not take the time to consider what is best for the owner or the Association.

If owners have questions about the proper location of their satellite dishes, the Nepenthe Office should be contacted for guidance before the dish is installed.

Antenna; Satellite Dish

Nepenthe Office Approval Only

Depending upon the location and their visibility, satellite dishes and antennas can impact the look and character of our neighborhood, ultimately impacting desirability and home values. One of the primary charges of the Architectural Review Committee (ARC) is to provide guidance to homeowners and to take appropriate steps to preserve and maximize our neighborhood and home values. The Board has approved this Rule to implement the specific terms of Section 3.11 of our CC&Rs.

Approval

Prior to installation of a satellite dish or antenna, residents (owner of property) are required to submit an application to the Nepenthe Office for review and approval. Residents are encouraged to consult with and work with the Nepenthe Office to determine the best location. In the event the installation requested does not meet the current Rules under the CC&Rs, the application may be referred to the ARC for further review.

1

Satellite Installation Criteria – Authorization Letter Rev: **approval date**



NEPENTHE ASSOCIATION

1131 Commons Drive, Sacramento, CA 95825

916.929.8380

nepenthe.hoa@fsresidential.com

The review process will include referring to Section 207 of the Telecommunications Act of 1996. This section is referred to as the Over the Air Reception Devices (OTARD) rule.

<https://www.fcc.gov/media/over-air-reception-devices-rule>

The rule applies to the following types of antennas:

- (1) A "dish" antenna that is one meter (39.37 inches) or less in diameter and is designed to receive direct broadcast satellite service, including direct-to-home satellite service, or to receive or transmit fixed wireless signals via satellite, including a hub or relay antenna used to receive or transmit fixed wireless services that are not classified as telecommunications services.
- (2) An antenna that is one meter or less in diameter or diagonal measurement and is designed to receive video programming services via broadband radio service (wireless cable) or to receive or transmit fixed wireless signals other than via satellite, including a hub or relay antenna used to receive or transmit fixed wireless services that are not classified as telecommunications services.
- (3) An antenna that is designed to receive local television broadcast signals.

In addition, antennas covered by the rule may be mounted on "masts" to reach the height needed to receive or transmit an acceptable quality signal (e.g., maintain line-of-sight contact with the transmitter or view the satellite). Masts higher than 12 feet above the roofline may be subject to local permitting requirements for safety purposes.

Location

The location of a satellite dish or antenna should be unobtrusive and not overhang a neighbor's property or the Common Areas. This requirement, however, is not intended to unreasonably delay installation, unreasonably increase the cost of installation, maintenance, or use, or prevent the reception of an acceptable quality signal. We are all neighbors here and must recognize that the actions we take regarding our own property may impact a neighbor and the enjoyment of their property. Homeowners are encouraged to speak to neighbors and Association Management about the appropriate location before installing a satellite dish or antenna.

Installation

Residents should consult with a professional installer(s) or at minimum become knowledgeable regarding placement for best reception. Placing an antenna is a balance between reception, safety, aesthetics and keeping equipment off Common Areas.

The Association is aware that many installers (because of lack of time, lack of proper equipment, or employment Rules) will place antennas or satellite dishes in the most convenient location for the installation company and not take the time to consider what is best for the owner or the Association.



NEPENTHE ASSOCIATION

1131 Commons Drive, Sacramento, CA 95825

916.929.8380

nepenthe.hoa@fsresidential.com

If owners have questions about the proper location of their satellite dishes, or antennas the Nepenthe Office should be contacted for guidance *before* installation.

Any permitted satellite dish or antenna must be installed within the boundaries of the owner's property and may not be installed on or extend into Common Areas or an adjacent property.

It is recommended that antennas or dishes be securely installed on the rear sides of residences or garages to minimize visual impact and mitigate overhanging Common Areas or a neighboring property. Dishes are not to be attached to roofs or chimneys.

All wiring and materials associated with the dish or antenna should be concealed if possible or otherwise be as unobtrusive as possible. All wiring and materials associated with the satellite dish or antenna shall be painted with the same exterior paint to match the buildings along which they run. Dishes, masts, and antennas need not be painted over.

All installations must be in accordance with all applicable building, fire, electrical and related codes. All installations shall be in accordance with the manufacturer's installation specifications. A satellite dish or antenna may be attached to a free-standing yard post but should only be as high as needed to get acceptable reception, preferably no higher than the height of the fence line.

Maintenance and Removal

Homeowners are wholly responsible for any maintenance associated with the antenna or satellite dish for the duration of its life and are responsible for its removal.

Upon removal, homeowners are responsible for restoring the location where the satellite dish or antenna was installed, appropriately filling and repainting any penetrations of siding or fascia boards, and for removing all wiring and materials associated with the dish or antenna.

IT IS THE HOMEOWNER'S RESPONSIBILITY TO ENSURE THAT THE INSTALLATION IS COMPLETED IN COMPLIANCE WITH THE ABOVE CRITERIA.

Sincerely,

Nepenthe Office

7. Window-Slider Replacement Supplemental Question.pdf

Nepenthe Window or Patio Slider Replacement Supplemental Questionnaire

This questionnaire will help you understand the Architectural Criteria, ask questions of your contractor, and provide information needed for timely Review Committee endorsement and final Board approval.

Homeowner Name:		Address:	
-----------------	--	----------	--

PLEASE NOTE: Per Nepenthe **Rules for Home Improvements**, any new window or patio slider must have an outside appearance that is similar to the original 1970's Blomberg frame in having minimal exterior frame exposure, block frame trim shape and non-decorative style – and match existing fixed configurations for fixed glass panels or sliding/gliding fractional or half-side vents. Exterior window and slider frame color shall be a dark bronze or dark walnut shade. Glass shall be clear, low-E allowed.

- ▶ No double-hung, casement/awning hinged, or jalousie windows
- ▶ No window design grid (muntin/grill) patterns
- ▶ No decorative bullnose, craftsman, brickmold or similar decorative frame trims
- ▶ No colored glass tinting, coating or film application
- ▶ No reflective/mirrored glass appearance
- ▶ No frosted privacy or decorative pattern appearance

Ask your contractor to assist you in providing answers in each of the gray boxes:

CONTRACTOR INFORMATION

Business name?		Phone #?	
Contact name?		Email address?	
Is contractor licensed and insured?		Is window installer & contractor the same?	
Has contractor explained and complied with 2016 CA Title 24 Energy Code requirements?			
Has contractor explained & complied with safety/tempered glass Building Code requirements?			
Has contractor previously installed replacement windows in Nepenthe (attach addresses)?			

SCOPE OF PROPOSED HOME IMPROVEMENT PROJECT

Are all windows/sliders to be replaced?	
<i>If no, must attach list of new windows/sliders and indicate on floor plan those to be replaced</i>	
Will window fractional/half side vents (moveable section) configuration remain as original?	
<i>If no, must attach simple drawing of each reconfigured window, showing moveable (marked X) and fixed (marked O) sections (per Nepenthe Rules for Home Improvements)</i>	
Will patio slider replacement be the same configuration?	
<i>If no, or if replacing with hinged door or window, must attach elevation drawing</i>	

PROPOSED REPLACEMENT PRODUCTS

Sliding/fixed window manufacturer?		& style?	
Frame material?		& color?	
Greenhouse window manufacturer?		& style?	
Frame material?		& color?	
Patio sliding door manufacturer?		& style?	
Frame material?		& color?	
Must attach brochure/photo sample of proposed products			

Nepenthe Window or Patio Slider Replacement Supplemental Questionnaire (Page 2)

CONTRACTOR INSTALLATION METHOD FOR REPLACEMENT

(Retrofit and/or new construction)

PLEASE NOTE: Retrofit windows are designed for installation into the existing outer aluminum frames within the walls. The contractor does not have to remove any home exterior materials, and replacement windows are measured to fit into the existing outer frame. Replacement patio sliders and new construction windows require removal of the existing outer frame nailed to the home structure.

- ▶ Not allowed are flush fin (aka Z-bar) retrofit window frames nailed onto face of house siding.

For patio slider replacement, the contractor/homeowner is responsible for:

- ▶ Replacing any newly exposed dry rotted structural framing (e.g., slider bottom wood plate)
- ▶ Reattaching wood trim pieces identical in size, material, and paint color as the original.

For new construction replacement windows, the contractor/homeowner is responsible for:

- ▶ Removing exterior materials and nailing new window frame fins to exposed studs
- ▶ Replacing any newly exposed dry-rotted structural material (e.g., sill wood plate, trim)
- ▶ Installing new window flashing and replacing any damaged weather barrier material
- ▶ Reinstalling siding and trim that is identical in size, material, and paint color as the original

CONTRACTOR METHOD OF INSTALLATION AND SEALING

for sliding/fixed windows?	
for greenhouse window?	
for patio sliding doors?	
for retrofit windows, has contractor explained sealing between window and existing frame?	

MAINTAINING NEPENTHE MINIMAL EXTERIOR FRAME EXPOSURE

What will be the window frame exposure (frame width between exterior wood trim & glass/glazing) for:					
Frame top?		Frame sides?		Frame bottom?	
For stacked windows where a major horizontal piece is required to combine two windows, what will be the window frame exposure between the upper and lower glass/glazing?					

- ▶ Select a contractor who is committed and will take the time to comply with Nepenthe Rules.

HAVE YOU ATTACHED THE FOLLOWING?

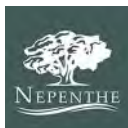
yes/no

1. Contractor's address list of prior Nepenthe homeowner window installations.	
2. If a partial windows/sliders replacement, include floor plan indicating those to be replaced.	
3. If proposing reconfigured window vents, include simple drawing indicating moveable and fixed window sections, as well as fractional size (e.g., $\frac{1}{2} \times \frac{1}{2}$ or $\frac{1}{4} \times \frac{1}{2} \times \frac{1}{4}$ or $\frac{1}{3} \times \frac{2}{3}$).	
4. If glass slider replacement with hinged door or window, include exterior wall elevation drawing.	
5. Include manufacturer brochure or sample photos of proposed replacement products.	

If you need Architectural Review Committee guidance prior to submitting your Home Improvement Application and supplemental questionnaire, please contact the Nepenthe Office and request a referral.

Version: **date approved**

8. Improvements Needing Permission - April 2025.pd.pdf



Nepenthe Home Improvements Needing Association Permission

Newcomers, welcome! Nepenthe is glad you are here. This document is to give you some idea of the architectural improvements to your home that will require permission of the Association.

Because the Nepenthe Association is charged with maintaining the roof, gutters and downspouts, siding, and fences, permission from the Association is needed before modifying any of these structures. Such improvements would include anything that would penetrate the roof or the siding or be installed on top of the siding.

The following improvements require approval either from the Nepenthe Office or from the Board of Directors. There may also be other types of improvements not listed here that require formal approval. Before making any improvements to your home please consult the **Rules for Home Improvements** document, available at the Association's website at www.NepentheHOA.com, or on paper from the Office, or via email from the Office.

Accessory Dwelling Units and Junior Accessory Dwelling Units
Air Conditioner, Furnace and Heat Pump
Antenna or Satellite Dish
Attic Ventilation and Exhaust Fans
Awnings and Shade Sails
Burglar or Security System, and Alarm Bell Boxes
Cable TV or Internet service - Office can provide an authorization letter for your installer
Chimney Caps
Exterior Security Lighting Fixtures
Exterior Window—Sunscreens
Exterior Window—Security, including bars
Flag Installation
Floral and Overhead Trellis (Patio Cover)
Front Door and Front Screen Door
Garage Exterior Person Door - New or Replacement
Garage Door-Vehicle, Sectional Roll-Up
Gas Line and Meter
Gutters and Downspouts
Handrails
Mailbox
Mail Slot, Use and Replacement
Microwave oven, hardwired in kitchen
Patio Hardscape, Maintenance and Improvements
Patio Pool
Patio Structures: Shed or Outbuilding, or Free-Standing Structure and Garden Decor
Security Cameras
Skylights and Solar tubes
Solar Energy Roof Panels
Windows – Replacement and creation of New Window
Wiring and Pipe Installations – Exterior or Exposed

Rev: **date approved**

Tennis Court Image - Campus Commons.jpg

