

NEPENTHE ASSOCIATION

Open Session

Nepenthe Clubhouse
September 3 2025 – 6:00 PM





NEPENTHE ASSOCIATION

Open Session

September 3, 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=aW5pSXZtZXZnNW1lNlBVbE9Qd2pIZz09>

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 September 2, 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 September 2nd meeting:

III. REPORTS

A. GENERAL MANAGER'S REPORT

Nicole Marks, General Manager, has submitted the enclosed work order report for August 2025 (Open Work Orders as of 08.27.25) and will provide the Management Report verbally.

Supporting Documents

[!\[\]\(a03a7eb2f4046e1d3c76772003e549ea_img.jpg\) *Open Work Orders as of 08.27.25.pdf* 5](#)

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 MR August 2025 - Google Docs.pdf* 45](#)

[!\[\]\(870f5d5e9c0d57485634be3ecf52f3ca_img.jpg\) *Nepenthe Ph. 3 COR Log Updated 8.19.25.pdf* 58](#)

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
203 Elmhurst	Skylight	Inspection Request "Appendix A"
1102 Dunbarton	Window Replacement	Approval

Supporting Documents

[!\[\]\(28f72b996fc97883dfd9d4e8b1b16b4e_img.jpg\) *2025-08-05 ARC Minutes.docx* 60](#)

[!\[\]\(5d954b3e270654ad8ab0d5913161c03c_img.jpg\) *Committee Application - Nancy Arndorfer - ARCH.pdf* 64](#)

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

[!\[\]\(4c9516d2c24d0d513bc9f84c2e013d65_img.jpg\) *August 2025 Outreach meeting minutes.pdf* 66](#)

[!\[\]\(a25a22d88c5882f4a20f36103df86562_img.jpg\) *Outreach Financials August.pdf* 69](#)

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

[!\[\]\(62e94c0795f5d0e811cb40e6b18f26fd_img.jpg\) *ILS committee meeting August.pdf* 71](#)

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.

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

 [*Finance Committe Meeting Minutes 8-18-25 FINAL.pdf*](#) 76

V. HOMEOWNER CORRESPONDENCE

A. HOMEOWNER CORRESPONDENCE:

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

B. HOMEOWNER COMMENT/CORRESPONDENCE FOLLOW UP

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

 [*SEPT HO RESPONSES .docx*](#) 81

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-D as presented.

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

A. OPEN SESSION MINUTES - AUGUST 6, 2025

Proposed Resolution

The Board approves the Open Session Minutes dated August 6, 2025 as presented.

Supporting Documents

 [*OpenSession_08062025_Minutes.pdf*](#) 86

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

B. FINANCIAL STATEMENT - JULY 2025

Proposed Resolution

The Board accepts the Association's income statement for July 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 \$330,465.52 and year-to-date reserve funding of \$1,443,229.64 compared to the year-to-date reserve funding budget of \$1,214,360. The actual year-to-date operating expenses were \$1,401,531.56. The budgeted year-to-date operating expenses were \$1,704,290. The association has \$366,572.32 in operating funds, which represents 0.88 months of budgeted expenses and reserve contributions. The association has \$7,374,202.44 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
8/14/25	2002-03	\$3,459.83		

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

D. UPDATED FINE POLICY

Background

The Nepenthe fine policy has been updated to reflect recent changes in law.

Proposed Resolution

The Board approves or denies the revised fine policy. In addition, the Board approves or denies Management to send out for 28-day review required by CA Civil Code.

Supporting Documents

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

VII. HOMEOWNER FORUM

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

VIII. NEXT BOARD MEETING

The Association's next Open Board Meeting will be held October 1 2025, at 6:00 pm.

IX. ADJOURN

Open Work Orders as of 08.27.25.pdf

Work Orders

Nepenthe Association

WO#: 1304195	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 509 Elmhurst Cir		Category:	Landscape Request
Date Created: 08/27/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - "I have lived at 509 Elmhurst for 36 years! Sadly not too many years ago this crepe myrtle was put very near our fence. Sadly it is causing many major problems with our pool. I cant control the hundreds of blossoms it drops in our pool. This tree needs to be cut down. . . It is growing very very fast and is so messy for all of us in that alleyway. There is a huge crepe myrtle across from this tree. . . it has grown huge and makes a daily mess in our alleyway and into our patios. At least take my tree out or cut below the fence line. Please."		
History Items:	Date:	Type:	Description:
	08/27/2025	Owner Call	8.27.2025 - Homeowner request for grounds committee.
WO#: 1304148	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 612 Elmhurst Cir		Category:	Clean-up
Date Created: 08/27/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - "Hello, this stuff was left behind after they repaired the water issue beneath the large trees near 618 and 612 Elmhurst last week. They had this stuff covering the hole in the ground."		
History Items:	Date:	Type:	Description:
	08/27/2025	Owner Call	8.27.2025 - Homeowner reporting left behind material.
WO#: 1304143	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 816 Elmhurst Cir		Category:	Trim Bushes
Date Created: 08/27/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Homeowner reporting that one side of his shrubs on the sidewalk near front door have been trimmed but the other side have not been.		
History Items:	Date:	Type:	Description:
	08/27/2025	Owner Call	8.27.2025 - Homeowner reporting bush with unfinished trimming.
WO#: 1304130	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1053 Commons Dr		Category:	Trim Bushes
Date Created: 08/27/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			

Work Orders

Nepenthe Association

Description:	Carson - "Could the shrubs along side of garage leading towards gate be trimmed back? Can't even fit the width of trash/recycling bins without rolling a wheel in dirt/mud and then all that gets tracked into backyard."		
History Items:	Date:	Type:	Description:
	08/27/2025	Owner Call	8.27.2025 - Homeowner requesting trimming.
WO#: 1304125	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1284 Vanderbilt Way		Category:	Sprinkler(s)
Date Created: 08/27/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - "I noticed a substantial amount of water running down Vanderbilt towards Commons at about 10:30 pm. There is a big fountain of water jetting out in front of 1284/1276 Vanderbilt."		
History Items:	Date:	Type:	Description:
	08/27/2025	Owner Call	8.27.2025 - Homeowner reporting broken sprinkler.
WO#: 1304010	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Clubhouse		Category:	Handyman
Date Created: 08/26/2025	Date Completed:	Vendor:	ELITE Service Experts
Schedule Completion Date:			
Description:	Elite - Please adjust the loose pickleball court net.		
History Items:	Date:	Type:	Description:
	08/26/2025	Owner Call	8.26.2025 - Office requesting net adjustment.
WO#: 1303962	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Clubhouse		Category:	Handyman
Date Created: 08/26/2025	Date Completed:	Vendor:	ELITE Service Experts
Schedule Completion Date:			
Description:	Elite - Check the Cabanas for extra umbrellas, and toss out the broken umbrella at the Clubhouse. Paint Nirmal's office. Check clocks at both cabanas to see if they need battery replacements or time changes..		
History Items:	Date:	Type:	Description:
	08/26/2025	Owner Call	8.26.2025 - Office requests for handyman.
WO#: 1303961	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 2285 Swarthmore Dr		Category:	Irrigation
Date Created: 08/26/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Irrigation leak between garage and patio fence.		

Work Orders

Nepenthe Association

History Items:	Date:	Type:	Description:
	08/26/2025	Owner Call	8.26.2025 - Homeowner reporting irrigation leak.
WO#: 1303912	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 215 Elmhurst Cir		Category:	Gutter
Date Created: 08/26/2025	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description:	Advanced Roof Design - Please inspect his roof. Gutters are full and need to be cleared out.		
History Items:	Date:	Type:	Description:
	08/26/2025	Owner Call	8.26.2025 - Homeowner reporting full gutters.
WO#: 1303894	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 26 Adelphi Ct		Category:	Gutter
Date Created: 08/26/2025	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description:	Advanced Roof Design - Gutters around the patio near garage are full. Also the downspout kick is damaged and needs repairs.		
History Items:	Date:	Type:	Description:
	08/26/2025	E-mailed Work Order	8.26.2025 - Requesting gutter clearing and downspout kick repairs per estoppel Checklist.
WO#: 1303893	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 26 Adelphi Ct		Category:	Clean-up
Date Created: 08/26/2025	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description:	Advanced Roof Design - The roof of the garage has a build up of debris on it that needs to be cleared.		
History Items:	Date:	Type:	Description:
	08/26/2025	E-mailed Work Order	8.26.2025 - Requested roof clearing per Estoppel Checklist
	08/26/2025	Work Order Update	8.26.2025 - Reassigned to Adv. Roof
WO#: 1303688	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1003 Dunbarton Cir		Category:	Landscape Request
Date Created: 08/25/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			

Work Orders

Nepenthe Association

Description:	Grounds Committee - "The irrigation copper pipes are raised and showing outside of our garage. The area needs mulch on other plants. The front door area of 1003 Dunbarton needs mulch or some sort of ground cover."		
History Items:	Date:	Type:	Description:
	08/25/2025	Owner Call	8.25.2025 - Homeowner request for grounds committee.
WO#: 1303583	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 1 Landscape		Category:	Irrigation
Date Created: 08/25/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Please see attached for signed proposal not to exceed \$155 for the following scope of work: Zone 1, Station 17 - Replace 1 broken sprinkler near 2316 American River		
History Items:	Date:	Type:	Description:
WO#: 1303582	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 1 Landscape		Category:	Irrigation
Date Created: 08/25/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Please see attached for signed proposal not to exceed \$140 for the following scope of work: Zone 1, Station 9 - Repair 2 broken drip lines near 2308 American River Dr		
History Items:	Date:	Type:	Description:
WO#: 1303581	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 5 Landscape		Category:	Irrigation
Date Created: 08/25/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Please see attached for signed proposal not to exceed \$140 for the following scope of work: Zone 5, Station 40 - Repair 1 broken fitting in the root infested area near the tennis courts		
History Items:	Date:	Type:	Description:
WO#: 1303414	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 209 Elmhurst Cir		Category:	Clean-up
Date Created: 08/22/2025	Date Completed:	Vendor:	THE GROVE TOTAL TREE CARE

Work Orders

Nepenthe Association

Schedule Completion Date:			
Description:	The Grove - A large branch from a tree outside the patio has fallen and damaged the fence. Clean up needed.		
History Items:	Date:	Type:	Description:
	08/22/2025	Owner Call	8.22.2025 - Homeowner reporting fallen large branch.
WO#: 1303359	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 320 Elmhurst Cir		Category:	Tree Evaluation
Date Created: 08/22/2025	Date Completed:	Vendor:	THE GROVE TOTAL TREE CARE
Schedule Completion Date:			
Description:	The Grove - Homeowners reporting that the roundabout next to 320 Elmhurst has 3 trees that are not receiving water and could be dying. Would you be able to evaluate the trees in this area.		
History Items:	Date:	Type:	Description:
	08/22/2025	Owner Call	8.22.2025 - Homeowners reporting dying tree.
WO#: 1303267	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Cabana- Dunbarton		Category:	Handyman
Date Created: 08/22/2025	Date Completed:	Vendor:	ELITE Service Experts
Schedule Completion Date:			
Description:	Elite - Please pick up the Keep Gate Closed sign from SignsNow and hang it at the Dunbarton Pool.		
History Items:	Date:	Type:	Description:
	08/22/2025	Owner Call	8.22.2025 - Office requesting sign replacement.
WO#: 1303266	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 3 Landscape		Category:	Irrigation
Date Created: 08/22/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Please see attached for signed proposal not to exceed \$140 for the following scope of work: Zone 3, Station 62 - Repair 1 broken netafim line		
History Items:	Date:	Type:	Description:
WO#: 1303263	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 2 Landscape		Category:	Irrigation
Date Created: 08/22/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			

Work Orders

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Description:	Please see attached for the signed proposal not to exceed \$145 for the following scope of work: Zone 2, Station 65 - Repair several broken drip lines		
History Items:	Date:	Type:	Description:
WO#: 1303262	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 2 Landscape		Category:	Irrigation
Date Created: 08/22/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Please see attached for signed proposal not to exceed \$140 for the following scope of work: Zone 2, Station 62 - Repair 1 broken drip line		
History Items:	Date:	Type:	Description:
WO#: 1303260	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 1 Landscape		Category:	Irrigation
Date Created: 08/22/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Please see attached for signed proposal not to exceed \$150 for the following scope of work: Zone 1, Station 26 - Repair 1 broken netafim line		
History Items:	Date:	Type:	Description:
WO#: 1303224	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 806 Dunbarton Cir		Category:	Gate-front gate
Date Created: 08/21/2025	Date Completed:	Vendor:	Critical Path Reconstruction Inc
Schedule Completion Date:			
Description:	CPR - "Front courtyard gate is not working again. This is the same issue that has been occurring over the past 4 yrs. The main post from which the gate hangs in not securely anchored to the cement base. After a few months to a year the anchors get loose and the whole section of the fence sways and the gate drags. CPR continues to correct the issue using the same approach that does not work over time. I use that gate at least 5 times per day to walk my dog."		
History Items:	Date:	Type:	Description:
	08/25/2025	Work Order Update	8.25.2025 - Work order assigned to CPR
WO#: 1302941	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 507 Elmhurst Cir		Category:	Access Gates
Date Created: 08/20/2025	Date Completed:	Vendor:	Critical Path Reconstruction Inc

Work Orders

Nepenthe Association

Schedule Completion Date:			
Description:	CPR - "There's piece of trim missing where the gate's deadbolt is located. Because of this, the deadbolt lock does not fully locks. There's also a trim at the bottom of the gate that is cut in the middle and needs to be replaced."		
History Items:	Date:	Type:	Description:
WO#: 1302906	Status: Open		Progress Code: Request Sent
Unit/Common Area: 1305 Vanderbilt Way		Category:	Gate - Back Gate
Date Created: 08/20/2025	Date Completed:		Vendor: Critical Path Reconstruction Inc
Schedule Completion Date:			
Description:	CPR - Gate sticking at the bottom and wont open easily.		
History Items:	Date:	Type:	Description:
	08/20/2025	Owner Call	8.20.2025 - Homeowner requesting gate adjustment.
WO#: 1302830	Status: Open		Progress Code: Request Sent
Unit/Common Area: 1593 University Ave		Category:	Fences
Date Created: 08/20/2025	Date Completed:		Vendor: Critical Path Reconstruction Inc
Schedule Completion Date:			
Description:	CPR - Homeowner requesting repairs to broken fence board.		
History Items:	Date:	Type:	Description:
	08/20/2025	Owner Call	8.20.2025 - Homeowner requesting repairs to fence.
WO#: 1302828	Status: Open		Progress Code: Request Sent
Unit/Common Area: 1593 University Ave		Category:	Landscape Request
Date Created: 08/20/2025	Date Completed:		Vendor: Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - "Lack of groundcover or shrub. Dying shrub in front of garage. Please add shrubs or rocks similar to neighbor 1569 Uni across me in the alley."		
History Items:	Date:	Type:	Description:
	08/20/2025	Owner Call	8.20.2025 - Homeowner request for Grounds Committee.
WO#: 1302800	Status: Open		Progress Code: Request Sent
Unit/Common Area: 510 Elmhurst Cir		Category:	Landscape Request
Date Created: 08/20/2025	Date Completed:		Vendor: Nepenthe Grounds Committee
Schedule Completion Date:			

Work Orders

Nepenthe Association

Description:	Grounds Committee - "2 Trees were removed from my front lawn. When do you plan on replacing them and what kind? I wouldn't mind something that blooms. You do a great job."		
History Items:	Date:	Type:	Description:
	08/20/2025	Owner Call	8.20.2025 - Homeowner request for Grounds Committee.
WO#: 1302759	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 2241 Swarthmore Dr		Category:	Irrigation
Date Created: 08/20/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Homeowner reporting irrigation leak near the garage of his unit.		
History Items:	Date:	Type:	Description:
	08/20/2025	Owner Call	8.20.2025 - Homeowner reporting irrigation leak.
WO#: 1302599	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 2323 Swarthmore Dr		Category:	Pest Control
Date Created: 08/19/2025	Date Completed:	Vendor:	PEST CONTROL CENTER
Schedule Completion Date:			
Description:	Pest Control Center - Bees in the area around 2323 Swarthmore.		
History Items:	Date:	Type:	Description:
	08/19/2025	Vendor Call	8.19.2025 - Carson reporting bees in area
WO#: 1302598	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 10 Colby Ct		Category:	Irrigation
Date Created: 08/19/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Leaking irrigation line behind 10 Colby Ct		
History Items:	Date:	Type:	Description:
	08/19/2025	Owner Call	8.19.2025 - Homeowner reports broken irrigation line.
WO#: 1302578	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1533 University Ave		Category:	Lighting
Date Created: 08/19/2025	Date Completed:	Vendor:	RIVER CITY ELECTRIC
Schedule Completion Date:			
Description:	River City Electric - Light between 1533 and 1539 University are not turning on.		

Work Orders

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History Items:	Date:	Type:	Description:
	08/19/2025	Owner Call	8.19.2025 - Homeowner reporting lights off.
WO#: 1302519	Status: Open	Progress Code:	Received
Unit/Common Area: Cabana- Elmhurst		Category:	Handyman
Date Created: 08/19/2025	Date Completed:	Vendor:	ELITE Service Experts
Schedule Completion Date:			
Description:	Elite - Paint the gate after repairs. Clean all the lights around the Elmhurst pool and the surrounding area.		
History Items:	Date:	Type:	Description:
	08/19/2025	Owner Call	8.19.2025 - Office requesting handyman services at Cabana.
	08/22/2025	Work Order Update	8.22.2025 - Gate is repaired but still needs to be painted. Gate area is cleaned.
WO#: 1302514	Status: Open	Progress Code:	Pending Board Decision
Unit/Common Area: 1112 Vanderbilt Way		Category:	Handyman
Date Created: 08/19/2025	Date Completed:	Vendor:	ELITE Service Experts
Schedule Completion Date:			
Description:	Elite - Investigate brick wall at 1112 Vanderbilt to see if its something you can remove. Don't remove it yet, still awaiting Board decision. Update 8.20.2025 - Joe can remove the wall. He would need somewhere to put the brick afterward, either we keep it or take it to the dump. Estimated 2 days to complete the job. Will need to obtain a concrete saw and jack hammer.		
History Items:	Date:	Type:	Description:
	08/19/2025	Owner Call	8.19.2025 - Office requesting assessment of wall removal possibility.
	08/22/2025	Work Order Update	8.22.2025 - Joe can remove the wall. He would need somewhere to put the brick afterward, either we keep it or take it to the dump. Estimated 2 days to complete the job. Will need to obtain a concrete saw and jack hammer.
WO#: 1302513	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1113 Dunbarton Cir		Category:	Fences
Date Created: 08/19/2025	Date Completed:	Vendor:	Critical Path Reconstruction Inc
Schedule Completion Date:			
Description:	CPR - Homeowner states the boards of the fence near the garage need to be replaced, or the fence needs to be redone. Please investigate. Homeowner would also like a call before going over to open the gate.		
History Items:	Date:	Type:	Description:
	08/19/2025	Owner Call	8.19.2025 - Homeowner reports fence issues.
WO#: 1302510	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 2277 Swarthmore Dr		Category:	Irrigation

Work Orders

Nepenthe Association

Date Created: 08/19/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Homeowner reporting irrigation leak in the alley near the garage at 2277 Swarthmore.		
History Items:	Date:	Type:	Description:
	08/19/2025	Owner Call	8.19.2025 - Homeowner reporting irrigation leak.
WO#: 1302509	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 2283 Swarthmore Dr		Category:	Irrigation
Date Created: 08/19/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Hole in irrigation line near the corner, in the front of the address.		
History Items:	Date:	Type:	Description:
	08/19/2025	Owner Call	8.19.2025 - Homeowner reporting irrigation leak.
WO#: 1302504	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 2285 Swarthmore Dr		Category:	Irrigation
Date Created: 08/19/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Homeowner reporting an emitter is of under the maple and is flooding the sidewalk in front of the address.		
History Items:	Date:	Type:	Description:
	08/19/2025	Owner Call	8.19.2025 - Homeowner reporting irrigation leak.
WO#: 1302500	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 210 Elmhurst Cir		Category:	Pest Control
Date Created: 08/19/2025	Date Completed:	Vendor:	PEST CONTROL CENTER
Schedule Completion Date:			
Description:	Pest Control Center - Landscapers reporting bees in the area around 210 Elmhurst. Multiple workers have been stung.		
History Items:	Date:	Type:	Description:
	08/19/2025	Vendor Call	8.19.2025 - Carson reporting bees in area.
WO#: 1301506	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1300 Commons Dr		Category:	Down spout

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Date Created: 08/13/2025	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description:	Advanced Roof Design - Homeowner reporting downspout is bent and would like it repaired.		
History Items:	Date:	Type:	Description:
	08/13/2025	Owner E-mail	8.13.2025 - Homeowner reporting dented downspout.
WO#: 1301365	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Landscape		Category:	Tree Maintenance
Date Created: 08/13/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Please pick up fallen branch at 2310 American River		
History Items:	Date:	Type:	Description:
WO#: 1301290	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 2326 Swarthmore Dr		Category:	Irrigation
Date Created: 08/12/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - "Urgent - Immediate repair needed There is a new irrigation leak next to my outdoor HVAC unit (in the common area) which has flooded the area. The ground under that side of the HVAC foundation is super-saturated, which could soon cause damage to the HVAC unit. Please fix immediately.		
History Items:	Date:	Type:	Description:
	08/12/2025	Owner Call	8.12.2025 - Homeowner reporting irrigation leak.
WO#: 1301060	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1575 University Ave		Category:	Landscape Request
Date Created: 08/11/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - "Plant new shrub at left side of driveway. Dead shrub was removed a year ago and has not been replaced. Request azalea or gardenia - full sun tolerant."		
History Items:	Date:	Type:	Description:
	08/11/2025	Owner Call	8.11.2025 - Homeowner request for the Grounds Committee
WO#: 1300887	Status: Open	Progress Code:	Request Sent

Work Orders

Nepenthe Association

Unit/Common Area: Clubhouse		Category:	Irrigation
Date Created: 08/11/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:		Carson - Homeowner discovered pooling water at the Clubhouse by the pool.	
History Items:		Date:	Description:
		08/11/2025	Owner E-mail
		8.11.2025 - Homeowner discovered pooling water near clubhouse pool.	
WO#: 1300885	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 108 Elmhurst Cir		Category:	Gate - Back Gate
Date Created: 08/11/2025	Date Completed:	Vendor:	Critical Path Reconstruction Inc
Schedule Completion Date:			
Description:		CPR We need to replace the wood on the gate and the wood fence post on the hinge side. Thanks	
History Items:		Date:	Description:
		08/11/2025	Owner E-mail
		8.11.2025 - Homeowner requesting branch clean up.	
WO#: 1300880	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1390 Commons Dr		Category:	Clean-up
Date Created: 08/11/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:		Carson - A small branch (less than 3 inch diameter) fell from a liquid amber tree at about 1384/1390 Commons drive. A homeowner moved the branch to the gutter. Could you have someone collect it.	
History Items:		Date:	Description:
		08/11/2025	Owner E-mail
		8.11.2025 - Homeowner requesting branch clean up.	
WO#: 1300187	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 709 Dunbarton Cir		Category:	Irrigation
Date Created: 08/06/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:		Carson - Irrigation issue, plants seem unwatered.	
History Items:		Date:	Description:
		08/06/2025	Owner E-mail
		8.6.2025 - Homeowner requested repairs.	
WO#: 1300107	Status: Open	Progress Code:	Request Sent

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Unit/Common Area: 1146 Vanderbilt Way		Category:	Landscape Request
Date Created: 08/06/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - After roots are removed, homeowner requests the plant be replaced.		
History Items:	Date:	Type:	Description:
	08/06/2025	Owner E-mail	8.6.2025 - Homeowner request for Grounds Committee.
WO#: 1300104	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1146 Vanderbilt Way		Category:	Rain Gutters
Date Created: 08/06/2025	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description:	Advanced Roof Design - "The rain gutter above my front window appears to be dented. While it's not visible under direct sunlight, the dent becomes noticeable at certain angles, especially when the light shifts. This appears to be due to the flat paint finish on the gutter, which highlights surface imperfections depending on how the light hits it. I'll attach several photos taken from different angles to help illustrate the issue. This needs to be fix (straightened out or replaced).Thank you, Michael Ichtertz"		
History Items:	Date:	Type:	Description:
	08/06/2025	Owner Call	8.6.2025 - Homeowner requesting gutter damage repairs.
			Request sent to Advanced Roof Design
WO#: 1300024	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1146 Vanderbilt Way		Category:	Landscaping
Date Created: 08/06/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - "A plant was removed by my chimney and the roots are still there."		
History Items:	Date:	Type:	Description:
	08/06/2025	Work Order Update	8.6.2025 - Work order sent to Carson. And Replacement plant question sent to Grounds Committee.
WO#: 1300020	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1146 Vanderbilt Way		Category:	Sprinkler(s)
Date Created: 08/06/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - "Hi, 1 or 2 rainbirds (360 degree rainbirds) are hitting my front bedroom window with water. Starts at about 4.30 am. Can this be fixed? Please advise. Thanks, Michael Ichtertz"		

Work Orders

Nepenthe Association

History Items:	Date:	Type:	Description:
	08/06/2025	Work Order Update	8.6.2025 - Homeowner requesting sprinkler adjustment. Request sent to Carson.
WO#: 1300013	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1146 Vanderbilt Way		Category:	Landscape
Date Created: 08/06/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - "An arborvitae bush/shrub in front of my residence is overgrown and has split into 2 different branches or trunks. The arborvitae needs to be either pruned and shaped, or replaced. Please advise before taking action. Thanks, Michael Ichtertz"		
History Items:	Date:	Type:	Description:
	08/06/2025	Work Order Update	8.6.2025 - Homeowner requesting bush pruning, or shaping. Request sent to Carson.
WO#: 1300011	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 709 Dunbarton Cir		Category:	Landscape Request
Date Created: 08/06/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - "Crabgrass is clawing it's way into the planted area all along the edge of planted area on north side of our house. When this area was replanted 2-3 yrs ago Oscar told me bender board was not necessary and maint. crew would keep it trimmed but but has never been trimmed. Is this what we should expect?"		
History Items:	Date:	Type:	Description:
	08/06/2025	Work Order Update	8.6.2025 - Work order sent to Carson
WO#: 1300007	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 709 Dunbarton Cir		Category:	Irrigation
Date Created: 08/06/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - "Please check the watering for the Laurel in this picture. One of the two emitters on upslope side appears to be dry and the downslope side of the plant is dry as a bone with roots exposed by squirrels. This plant is one of two that were vandalized. Overhead watering seems to not hit this plant as well as it's nearby laurels"		

Work Orders

Nepenthe Association

History Items:	Date:	Type:	Description:
	08/06/2025	Work Order Update	8.6.2025 - Work order sent to Carson
WO#: 1299895	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 806 Dunbarton Cir		Category:	Landscaping
Date Created: 08/05/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - "Rocks against siding around whole house. Carson needs to push them back as siding is being soaked."		
History Items:	Date:	Type:	Description:
	08/14/2025	Work Order Update	8.14.2025 - Request sent to Carson.
WO#: 1299884	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 608 Elmhurst Cir		Category:	Landscape Request
Date Created: 08/05/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - Patches of ground where grass is dead. On the University side.		
History Items:	Date:	Type:	Description:
	08/05/2025	Owner Call	8.5.2025 - Homeowner reporting dead grass.
WO#: 1299761	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1257 Vanderbilt Way		Category:	Irrigation
Date Created: 08/05/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Neighbor reports a leak in the irrigation system with water spraying. If you are facing the front door of 1257 Vanderbilt, look to the right and you will see it against the wall.		
History Items:	Date:	Type:	Description:
	08/05/2025	Owner Call	8.5.2025 - Homeowner reporting spraying leak in irrigation.
WO#: 1299760	Status: Open	Progress Code:	On hold for further verification
Unit/Common Area: 607 Elmhurst Cir		Category:	Landscape
Date Created: 08/05/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds; there is a dead tree by 607 Elmhurst.		

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History Items:	Date:	Type:	Description:
WO#: 1298792	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 2316 Swarthmore Dr		Category:	Irrigation
Date Created: 07/31/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description: Carson - In the alley of 2316 Swarthmore, there is a irrigation leak. Spraying in the air.			
History Items:	Date:	Type:	Description:
	07/31/2025	Owner Call	7.31.2025 - Homeowner reporting leak in the alley.
WO#: 1298612	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 100 Elmhurst Cir		Category:	Landscape Request
Date Created: 07/30/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description: Grounds Committee - Homeowner reports dying grass in front yard with no improvement.			
History Items:	Date:	Type:	Description:
	07/30/2025	Owner Call	7.30.2025 - Homeowner reporting dying grass,
WO#: 1298432	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 604 Elmhurst Cir		Category:	Irrigation
Date Created: 07/29/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description: Carson - Leaking irrigation line near the driveway of 604 Elm			
History Items:	Date:	Type:	Description:
	07/29/2025	Owner Call	7.29.2025 - Homeowner reporting irrigation leak.
WO#: 1298286	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Clubhouse		Category:	Irrigation
Date Created: 07/29/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description: Carson - The sprinklers or irrigation in the long patch of grass between the pool and tennis courts has a leak in multiple spots. Water running down the stairs and onto the tennis courts.			

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History Items:	Date:	Type:	Description:
	07/29/2025	Owner Call	7.29.2025 - Office requesting irrigation fix.
WO#: 1298083	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Landscape		Category:	Irrigation
Date Created: 07/28/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Please address the following issue reported by a resident: "Good morning. I noticed Sunday morning a large amount of water flowing through the planted area between 1046 and 1118 Vanderbilt. This is a large greenbelt area planted with many shrubs, ground cover, and redwoods. The artificial rock stream in this area looked like a rushing creek. There appears to be a major sprinkler line break. I also noted that the sprinklers are in dire need of adjustment. As plants and ground cover have grown, the sprinklers have become impeded and not covering the area. Ivy by 1118 Vanderbilt front door blocking sprinklers as well."		
History Items:	Date:	Type:	Description:
	07/25/2025	Owner Call	7.25.2025 - Homeowners detected leak in backflow.
WO#: 1297701	Status: Open	Progress Code:	Request Sent
Unit/Common Area: General		Category:	Leak Detection
Date Created: 07/25/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Near the 1006 - 1066 Vanderbilt alleyway sign there is a backflow with a leak.		
History Items:	Date:	Type:	Description:
	07/25/2025	Owner Call	7.25.2025 - Homeowners detected leak in backflow.
WO#: 1297580	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 604 Elmhurst Cir		Category:	Irrigation
Date Created: 07/24/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Irrigation leak in the front yard near the front door.		
History Items:	Date:	Type:	Description:
	07/24/2025	Owner Call	7.24.2025 - Homeowner reported irrigation leak.
WO#: 1297516	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 104 Dunbarton Cir		Category:	Landscape Request

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Date Created: 07/24/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - Homeowner reports dead plants near front door that need to be replaced.		
History Items:	Date:	Type:	Description:
	07/24/2025	Owner E-mail	7.24.2025 - Homeowner request for grounds committee.
WO#: 1296999	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 328 Elmhurst Circle		Category:	Landscape Request
Date Created: 07/22/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - "Please remove and replace two dead plants at the side and back of my unit: 1. Dead Lorapetulam 2. Dead Manzanita Thank you"		
History Items:	Date:	Type:	Description:
	07/22/2025	Owner Call	7.22.2025 - Homeowner request for grounds.
WO#: 1296745	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1406 Commons Dr		Category:	Roof
Date Created: 07/21/2025	Date Completed:	Vendor:	ADVANCED ROOF DESIGN INC
Schedule Completion Date:			
Description:	Advance roof, Please inspect and repair the roof . A tree branch was leaning on the roof and may have caused damage. Let me know once the inspection is scheduled or if you need any additional information. Thanks		
History Items:	Date:	Type:	Description:
WO#: 1296706	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Clubhouse		Category:	Lighting
Date Created: 07/21/2025	Date Completed:	Vendor:	RIVER CITY ELECTRIC
Schedule Completion Date:			
Description:	River City Electric - Homeowners reporting lights around the pool at the main Clubhouse aren't turning on at night.		
History Items:	Date:	Type:	Description:
	07/21/2025	Owner E-mail	7.21.2025 - Homeowner reporting lights out around pool.
WO#: 1296704	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Clubhouse		Category:	Lighting
Date Created: 07/21/2025	Date Completed:	Vendor:	SPARKLING CLEAR POOL SVC

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Schedule Completion Date:			
Description:	Sparkling Clear Pool - Homeowner reports lights inside of the Lap Pool are not turning on at night.		
History Items:	Date:	Type:	Description:
	07/21/2025	Owner E-mail	7.21.2025 - Homeowner reports lighting issues inside pool.
WO#: 1296641	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 205 Elmhurst Cir		Category:	Landscape Request
Date Created: 07/21/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - "Hello. . . I noticed a plant has died outside in the garden section in front of my condo, 205 Elmhurst Circle. Another plant has been run over but an animal and in general the plants aren't getting enough water, which is indicated by all the flowering plants blossoms completely dried out. I would like attention given to this as soon as you guys are able to. One plant definitely needs to be replaced, and the watering system needs to be increased a bit for the others.		
History Items:	Date:	Type:	Description:
	07/21/2025	Owner Call	7.21.2025 - Homeowner request for grounds committee.
WO#: 1296596	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 503 Elmhurst Cir		Category:	Landscape Request
Date Created: 07/21/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Under front window. "There is a faulty grade and/or earth to wood contact at the exterior siding. Request to regrade soil to provide a minimum of 3 Inches of clearance between the top of the foundation stucco weep screen or adjacent woodwork." The area does not allow water to flow away from the house.		
History Items:	Date:	Type:	Description:
	07/21/2025	Owner Call	7.21.2025 - Homeowner reporting issues under front window.
	08/08/2025	Work Order Update	8.8.25 - Reassigned to Carson.
WO#: 1296588	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 808 Elmhurst Cir		Category:	Landscape Request
Date Created: 07/21/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - Replace or add bark/mulch on the walkways to the house.		
History Items:	Date:	Type:	Description:
	07/21/2025	Owner Call	7.21.2025 - Homeowner request for Grounds Committee.

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WO#: 1296582	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 903 Elmhurst Cir		Category:	Landscape Request
Date Created: 07/21/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - Homeowner would like some of the bushes near the walkway removed. The bush closest to the address covering the faucets she would like to keep. But she would like to remove the two bushes next to it.		
History Items:	Date:	Type:	Description:
	07/21/2025	Owner Call	7.21.2025 - Homeowner request for grounds committee.
WO#: 1296553	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 328 Elmhurst Circle		Category:	Sprinkler(s)
Date Created: 07/21/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Broken sprinkler at the corner of 328 Elmhurst near the driveway.		
History Items:	Date:	Type:	Description:
	07/21/2025	Owner E-mail	7.21.2025 - Homeowner reporting broken sprinkler.
WO#: 1296379	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 903 Elmhurst Cir		Category:	Irrigation
Date Created: 07/18/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Near the front gate, between 903 and 901, the irrigation line has been punctured. Water spraying when its on.		
History Items:	Date:	Type:	Description:
	07/18/2025	Owner Call	7.18.2025 - Homeowner reporting irrigation puncture.
WO#: 1296241	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Tennis Court - Commons		Category:	Drainage
Date Created: 07/18/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Drains around the Commons Tennis Court are clogged.		

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History Items:	Date:	Type:	Description:
	07/18/2025	Owner Call	7.18.2025 - Office reporting drains clogged.
WO#: 1295238	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 503 Elmhurst Cir		Category:	Sprinkler(s)
Date Created: 07/14/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Homeowner reporting a broken sprinkler opposite of their driveway.		
History Items:	Date:	Type:	Description:
	07/14/2025	Owner Call	7.14.2025 - Homeowner reporting broken sprinkler.
WO#: 1295227	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 705 Elmhurst Cir		Category:	Irrigation
Date Created: 07/14/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - "Leak in drip irrigation pipe near walkway & alleyway. Flooding alleyway. MARKED. Also check area to left of garage by Loropetalum (Chinese fringe) for leak."		
History Items:	Date:	Type:	Description:
	07/14/2025	Owner E-mail	7.14.2025 - Homeowner reporting irrigation leaks.
WO#: 1295043	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1185 Vanderbilt Way		Category:	Tree Trimming
Date Created: 07/11/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Homeowner request trimming of the crepe myrtle next to the patio gate. Branches are hanging over into the gutter.		
History Items:	Date:	Type:	Description:
	07/11/2025	Owner Call	7.11.2025 - Homeowner requesting trimming.
WO#: 1294971	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 2265 Swarthmore Dr		Category:	Landscape
Date Created: 07/11/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			

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Description:	Homeowner originally requested that plants to be removed (WO#1277915) and the Grounds Committee denied that request. Homeowner then asked Carson to thin out the plants since they were so big. Homeowner is unhappy with how they were cut and thinks the plants are ruined now. She is requesting again for the plants to be removed.		
History Items:	Date: 07/10/2025	Type: Work Order Update	Description: 07.10.25 - Received service request from owner
WO#: 1294969	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1113 Commons Dr		Category:	Irrigation
Date Created: 07/11/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - In front of the front door the irrigation line has been punctured and was spraying water.		
History Items:	Date: 07/11/2025	Type: Owner Call	Description: 7.11.2025 - Homeowner reports irrigation issues.
WO#: 1294927	Status: Open	Progress Code:	In-Progress
Unit/Common Area: 307 Dunbarton Cir		Category:	Gate - Back Gate
Date Created: 07/11/2025	Date Completed:	Vendor:	Critical Path Reconstruction Inc
Schedule Completion Date:			
Description:	CPR - Homeowner having issues with gate. Possible missing bolts, also issues with the latch.		
History Items:	Date: 07/11/2025	Type: Owner Call	Description: 7.11.2025 - Homeowner reporting issues with gate.
WO#: 1294749	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 14 Adelphi Ct		Category:	Irrigation
Date Created: 07/10/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Broken irrigation line outside of 14 Adelphi, I have attached photos for your reference. Thank you!		
History Items:	Date:	Type:	Description:
WO#: 1294726	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 2275 Swarthmore Dr		Category:	Irrigation
Date Created: 07/10/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.

Work Orders

Nepenthe Association

Schedule Completion Date:			
Description:	Homeowner is reporting that 3 of the sprinklers are not working properly. They have stated that the sprinkler is not evenly distributing water across the area. Please evaluate and advise accordingly. See attached photos of the area.		
History Items:	Date:	Type:	Description:
WO#: 1294338	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 2243 Swarthmore Dr		Category:	Landscape Request
Date Created: 07/08/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - "All of the topsoil is washed away exposing the irrigation pipes in front of our units (2241, 2243, 2245). Is additional topsoil or wood chips being planned for this area?"		
History Items:	Date:	Type:	Description:
	07/08/2025	Owner Call	7.8.2025 - Homeowner request for Grounds Committee.
WO#: 1294230	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 503 Elmhurst Cir		Category:	Landscape Request
Date Created: 07/08/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - "Much of the bark in the front yard is gone. This request is to replenish the bark to cover the muddy areas."		
History Items:	Date:	Type:	Description:
	07/08/2025	Owner Call	7.8.2025 - Homeowner request for bark replenishment for Grounds.
WO#: 1293431	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 712 Elmhurst Cir		Category:	Landscape Request
Date Created: 07/02/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - The lawn and landscaping nearby are dying and do not appear to get water. The dirt is being tracked all around the area.		
History Items:	Date:	Type:	Description:
	07/02/2025	Owner E-mail	7.2.2025 - Homeowner request for the grounds committee.
WO#: 1293186	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 2275 Swarthmore Dr		Category:	Landscape Request
Date Created: 07/01/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee

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Nepenthe Association

Schedule Completion Date:			
Description:	Grounds Committee - "Landscaping in front of our home (left side as you look at the house), is dying. Its getting enough water but it does not look very healthy. please replace some of the dead or dying plants."		
History Items:	Date:	Type:	Description:
	07/01/2025	Owner E-mail	7.1.2025 - Homeowner request for Grounds Committee.
WO#: 1292232	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 710 Dunbarton Cir		Category:	Landscape Request
Date Created: 06/25/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - "Put a tree behind mailboxes at 710 Dunbarton.. The Camilla plants burn from the sun."		
History Items:	Date:	Type:	Description:
	06/25/2025	Owner Call	6.25.2025 - Homeowner request for Grounds Committee.
WO#: 1291752	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 514 Dunbarton Cir		Category:	Drainage
Date Created: 06/23/2025	Date Completed:	Vendor:	PROGRESSIVE PAINTING INC
Schedule Completion Date:			
Description:	Drainage service request incomplete. The new gutter was installed but it still needs to be painted in addition to the rust stains on the siding. Thank you.		
History Items:	Date:	Type:	Description:
	08/08/2025	Confirmed Completion	8.8.2025 - Per Rene at Progressive Painting the gutter was painted.
	08/08/2025	Work Order Update	8.8.2025 - Work order reopened, per the homeowner the gutter nor the siding has been painted.
WO#: 1291573	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 10 Adelphi Ct		Category:	Irrigation
Date Created: 06/23/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description:	Carson - Water spraying up and into the alley at 10 or 12 Adelphi. Possible broken irrigation line or sprinkler.		
History Items:	Date:	Type:	Description:
	06/23/2025	Owner Call	6.23.2025 - Homeowner reports spraying water running down the alley.
WO#: 1291539	Status: Open	Progress Code:	Request Sent

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Unit/Common Area: 1281 Vanderbilt Way		Category:	Sprinkler(s)
Date Created: 06/23/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description: Carson - Leaking sprinkler.			
History Items:		Date:	Description:
		06/23/2025	6.23.2025 - Homeowner reporting leaking sprinkler.
WO#: 1291536	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1281 Vanderbilt Way		Category:	Tree Removal
Date Created: 06/23/2025	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Schedule Completion Date:			
Description: Paul Please remove the tree, we don't this tree to fall Thanks			
History Items:		Date:	Description:
WO#: 1290600	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 719 Dunbarton Cir		Category:	Landscape Request
Date Created: 06/17/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description: Grounds Committee - "Please fill in with ivy in your common area where your tree fell down in front of my house. There should be no charge for this."			
History Items:		Date:	Description:
WO#: 1289238	Status: Open	Progress Code:	In-Progress
Unit/Common Area: 812 Dunbarton Cir		Category:	Landscape
Date Created: 06/10/2025	Date Completed:	Vendor:	THE GROVE TOTAL TREE CARE
Schedule Completion Date:			
Description: Please see attached for signed proposal not to exceed \$360 to prune the roots at 812 Dunbarton The Grove - Homeowner reporting that the roots of a nearby tree are lifting the driveway. Would a crew be able to cut and remove the roots before we request a concrete replacement.			
History Items:		Date:	Description:
		06/10/2025	6.10.2025 - Homeowner reports lifted driveway.

Work Orders

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06/16/2025		Work Order Update	06.16.25 - Received email from Paul - "I'm following up on WO#1289238, this is for a tree assessment at 812 Dunbarton to look at root lifting near the driveway. The tree is a Tulip #1291, the tree is in Fair condition and is 24" DBH. The area of root lifting near the driveway is far enough from the trunk of the tree for root cutting to be a solution to resolve this issue. We will need to permit the work with Sacramento City Urban Forestry since the tree is 24" and is considered protected. We can send a proposal for the excavation and root pruning."
WO#: 1288649	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1428 Commons Dr		Category:	Landscape Request
Date Created: 06/06/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - "The area in front of property that is surrounded by brick half wall has never been properly landscaped nor maintained. In the past different nepenthe landscapers have proposed plantings including an 'ornamental' tree and various plants that would quickly grow above brick wall. Nothing was ever completed as promised. The window in front of this area is a large, floor to ceiling window that has to be covered to prevent viewing this unsightly area. It requires a planned landscape that is pleasant to view from the interior window as well as from the street view.		
History Items:	Date:	Type:	Description:
	06/06/2025	Owner E-mail	6.6.2025 - Homeowner request for Grounds Committee.
WO#: 1288516	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1012 Dunbarton Cir		Category:	Landscape Request
Date Created: 06/05/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - Replace/Restore the hedge line that separated and provided a visual/noise buffer between the front of my home and the adjoining driveway and garages. As I understand it, the HOA removed major areas of landscaping and vegetation throughout the Nepenthe common areas during the still ongoing painting/siding project. They also removed the entire hedge line in front of my home without any notification or consultation with me, the homeowner. The hedge line that was removed was prox. 5 feet high and ran continuously, prox. 30 feet, from the fence corner at 112 Dunbarton to the front walkway at 114 Dunbarton. I purchased this home in April, 2022 with a major purchasing consideration given to the end-unit privacy of this location. The hedge line not only provided a level of visual privacy by minimizing the view of the 24/7 vehicle activity but also by acted as a noise buffer reduction from the various vehicles i.e. UPS/Amazon, US Mail, Trash Collection and from the SMUD electrical pad-mount transformer constant operational humming noise. I believe that the HOA does a good job of preserving the beauty and value of our homes but the indiscriminate vegetation removal can also reduce the beauty and value of our homes. Note: The attached picture shows a partial view of the hedge line before removal.		
History Items:	Date:	Type:	Description:
	06/05/2025	Owner E-mail	6.5.2025 - Homeowner request or Grounds Committee.
WO#: 1288217	Status: Open	Progress Code:	In-Progress

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Unit/Common Area: Zone 7 Landscape		Category:	Tree Maintenance
Date Created: 06/04/2025	Date Completed:	Vendor:	THE GROVE TOTAL TREE CARE
Schedule Completion Date:			
Description:	Please see attached for board approved signed proposal not to exceed \$5,706.67 for the following scope of work: Zone 7 tree pruning and maintenance		
History Items:	Date:	Type:	Description:
WO#: 1288216	Status: Open	Progress Code:	In-Progress
Unit/Common Area: Zone 6 Landscape		Category:	Tree Maintenance
Date Created: 06/04/2025	Date Completed:	Vendor:	THE GROVE TOTAL TREE CARE
Schedule Completion Date:			
Description:	Please see attached for board approved signed proposal not to exceed \$17,120 for the following scope of work: Zone 6 tree pruning and maintenance		
History Items:	Date:	Type:	Description:
WO#: 1288215	Status: Open	Progress Code:	In-Progress
Unit/Common Area: Zone 5 Landscape		Category:	Tree Maintenance
Date Created: 06/04/2025	Date Completed:	Vendor:	THE GROVE TOTAL TREE CARE
Schedule Completion Date:			
Description:	Please see attached for board approved signed proposal not to exceed \$19,973.33 for the following scope of work: Zone 5 tree pruning and maintenance		
History Items:	Date:	Type:	Description:
WO#: 1288213	Status: Open	Progress Code:	In-Progress
Unit/Common Area: Zone 4 Landscape		Category:	Tree Maintenance
Date Created: 06/04/2025	Date Completed:	Vendor:	THE GROVE TOTAL TREE CARE
Schedule Completion Date:			
Description:	Please see attached for board approved signed proposal not to exceed \$21,400 for the following scope of work: Zone 4 tree pruning and maintenance		
History Items:	Date:	Type:	Description:
WO#: 1288212	Status: Open	Progress Code:	In-Progress
Unit/Common Area: Zone 3 Landscape		Category:	Tree Maintenance

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Date Created: 06/04/2025	Date Completed:	Vendor:	THE GROVE TOTAL TREE CARE
Schedule Completion Date:			
Description:	Please see attached for board approved signed proposal not to exceed \$21,400 for the following scope of work: Zone 3 tree pruning and maintenance		
History Items:	Date:	Type:	Description:
WO#: 1288211	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	Zone 2 Landscape		Category: Tree Maintenance
Date Created: 06/04/2025	Date Completed:	Vendor:	THE GROVE TOTAL TREE CARE
Schedule Completion Date:			
Description:	Please see attached for board approved signed proposal not to exceed \$8,590 for the following scope of work: Zone 2 tree pruning and maintenance		
History Items:	Date:	Type:	Description:
WO#: 1288088	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	2330 Swarthmore Dr		Category: Landscape Request
Date Created: 06/03/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - "My front yard at the end of Swarthmore Drive has not been landscaped or properly taken care of. The bark is gone and has exposed dirt. When it rains I have mud puddles. I have two plants which are green now but most of the year they look like dried twig. (They need to go) I have two small rocks which are pretty ugly. I have walked all over Nepenthe and I see beautifully landscaped fronts that have low lying green plants all year long, and large river rock edging. I wish this was all but because of recent storms the branches and bushes blocking Howe Ave have slowly been cut. Further down from my house bushes and trees have been planted. Sadly a big empty space has been left by my house and I am looking out on Howe Ave. Needless to say the car noise has increased."		
History Items:	Date:	Type:	Description:
	06/03/2025	Owner Call	6.3.2025 - Homeowner request for Grounds Committee.
WO#: 1287082	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area:	1112 Vanderbilt Way		Category: Masonry
Date Created: 05/29/2025	Date Completed:	Vendor:	
Schedule Completion Date:			
Description:	CPR There is a Masonry wall that is leaning due to the tree roots, please provide us the proposal for removal and rebuilt if possible. Thanks		

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History Items:	Date:	Type:	Description:
	06/27/2025	Work Order Update	06.27.25 - GM reached out to EJ Masonry and Medina's Masonry to obtain proposals for this repair
	07/08/2025	Work Order Update	07.08.25 - GM reached out to JWS for proposal for repairs
WO#: 1286765		Status: Open	Progress Code: Request Sent
Unit/Common Area: 718 Elmhurst Cir			Category: Landscape Request
Date Created: 05/28/2025	Date Completed:		Vendor: Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - "See attached photo, the plants in the alley are no table to withstand the high heat that is generated. The plants are not drought tolerant and even id the survive the summer heat they die off in the winter leaving bare ground. How about planting something that stays green all year long and can take the heat. Something like Little John Bottle Brush, they love the heat and look good all year long."		
History Items:	Date:	Type:	Description:
	05/28/2025	Owner Call	5.28.2025 - Homeowner request for Grounds Committee.
WO#: 1285052		Status: Open	Progress Code: Request Sent
Unit/Common Area: 2257 Swarthmore Dr			Category: Landscape Request
Date Created: 05/19/2025	Date Completed:		Vendor: Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - "Exposed irrigation lines in the front yard. Needs Mulch replacement."		
History Items:	Date:	Type:	Description:
	05/19/2025	Owner Call	5.19.2025 - Homeowner request for Grounds Committee
WO#: 1284763		Status: Open	Progress Code: Request Sent
Unit/Common Area: 211 Elmhurst Cir			Category: Landscape Request
Date Created: 05/16/2025	Date Completed:		Vendor: Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - "To whom it may concern, We've had dead stick trees (I honestly don't know what they are, but this is the most fitting description I could come up with) in front of our main window for a couple of years now and it's become depressing to look at, not to mention a bit embarrassing when I have company over. I would love to have some privacy again, the plants that had been there for years were ripped out, unfortunately, and we haven't had privacy since. That being said, I would like to make a formal request to replace the dead stick trees in the front window area with Salvia Hot Lips plants. Not only are they aesthetically pleasing and would provide more privacy, they are very low maintenance, drought resistant/require next to no watering, and they really thrive in our conditions with a little pruning in late winter/early spring. I hope to get replacement for the dead plants out front soon, and look forward to seeing something that is more reflective of our vibrant, nature-based community. Many thanks in advance for considering the Salvia Hot Lips!"		

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History Items:	Date:	Type:	Description:
	05/16/2025	E-mailed Work Order	5.16.2025 - Homeowner request for Grounds Committee.
WO#: 1283559	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 601 Elmhurst Cir		Category:	Landscape Request
Date Created: 05/09/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee - "I like some type of flowering ground cover or low scrubs to be planted to the right of my garage where there is nothing growing. I am in favor of something drought-tolerate. Thank You!"		
History Items:	Date:	Type:	Description:
	05/09/2025	Owner Call	5.9.2025 - Homeowner submitted Grounds Committee request.
WO#: 1280927	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 722 Elmhurst Cir		Category:	Landscape Request
Date Created: 05/01/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
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#: 1280273	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 320 Elmhurst Cir		Category:	Landscape Request
Date Created: 04/29/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
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.
WO#: 1280065	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 1197 Vanderbilt Way		Category:	Landscape Request
Date Created: 04/28/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			

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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:	Description:
	04/28/2025	Owner Call	4.28.2025 - Homeowner request for Grounds Committee.
WO#: 1278151	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 12 Adelphi Ct		Category:	Landscape Request
Date Created: 04/16/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
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
WO#: 1277594	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 806 Dunbarton Cir		Category:	Landscape Replacement
Date Created: 04/14/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
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#: 1277237	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 1485 University Ave		Category:	Landscape Request
Date Created: 04/10/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
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#: 1276722	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 202 Dunbarton Cir		Category:	Landscape Request

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Date Created: 04/08/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
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."		
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:	Nepenthe Grounds Committee
Schedule Completion Date:			
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.
	05/09/2025	Work Order Update	05.09.25 - Proposal received by Carson. Proposal going to Grounds Committee for review and approval.
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:	Nepenthe Grounds Committee
Schedule Completion Date:			
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.

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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.
05/09/2025	Work Order Update	05.09.25 - Proposal received by Carson. Proposal going to Grounds Committee for review and approval.
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: Nepenthe Grounds Committee Schedule Completion Date:		
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.
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.
05/09/2025	Work Order Update	05.09.25 - Proposal received by Carson. Proposal going to Grounds Committee for review and approval.
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: Nepenthe Grounds Committee Schedule Completion Date:		
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.
05/09/2025	Work Order Update	05.09.25 - Proposal received by Carson. Proposal going to Grounds Committee for review and approval.
WO#: 1271847 Status: Open Progress Code: Pending Proposal		

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Unit/Common Area: 1425 Commons Dr		Category:	Landscape Request
Date Created: 03/07/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
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:	Pending Proposal
Unit/Common Area: 810 Dunbarton Cir		Category:	Landscape
Date Created: 02/27/2025	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Carson - Please provide proposal for the following: 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:
	05/09/2025	Work Order Update	05.09.25 - Per March Grounds meeting, proposal has been requested from Carson
	06/12/2025	Work Order Update	06.12.25 - Update from Carson: "Ground cover was dormant and has grown back. Oscar will discuss new annual landscape materials for that area with you"
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:	Nepenthe Grounds Committee
Schedule Completion Date:			
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	2.19.2025 - Homeowner submitted grounds request for the Board.
	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.
	05/09/2025	Work Order Update	05.09.25 - Proposal received by Carson. Proposal going to Grounds Committee for review and approval.
WO#: 1262816			
Status: Open		Progress Code:	Pending Proposal
Unit/Common Area: Landscape		Category:	Landscape

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Date Created: 01/14/2025		Date Completed:		Vendor: Nepenthe Grounds Committee	
Schedule Completion Date:					
Description:		Please provide proposal for the below scope of work: Carson - Please evaluate the area for irrigation issues, the ivy seems to growing further and further back. (No irrigation was found in area, please provide proposal to provide irrigation) 1039 Commons for corner of Commons/Colby			
History Items:		Date:	Type:	Description:	
		01/14/2025	Work Order Update	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)	
		05/09/2025	Work Order Update	05.09.25 - Reopening due to Grounds Committee request and being irrigation issue to be addressed	
		06/12/2025	Work Order Update	06.12.25 - Received update from Carson: There is no irrigation in that spot, which is why ivy will not grow there. GM requested proposal to install irrigation	
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:					
Description:		This work order is to track all of the grass issues throughout the community which includes the following areas: 4 Colby (previously WO#1147579), 1182 Vanderbilt (previously WO#1209969), 320 Elmhurst (previously WO#1243997), 506 Elmhurst Any additional areas will be added to this work order			
History Items:		Date:	Type:	Description:	
		01/14/2025	Work Order Update	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.	
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: Nepenthe Grounds Committee	
Schedule Completion Date:					
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. "			

Work Orders

Nepenthe Association

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.
	05/09/2025	Work Order Update	05.09.25 - Proposal received by Carson. Proposal going to Grounds Committee for review and approval.
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:	Nepenthe Grounds Committee
Schedule Completion Date:			
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.
	05/09/2025	Work Order Update	05.09.25 - Proposal received by Carson. Proposal going to Grounds Committee for review and approval.
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:	Nepenthe Grounds Committee
Schedule Completion Date:			
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.
	05/09/2025	Work Order Update	05.09.25 - Proposal received by Carson. Proposal going to Grounds Committee for review and approval.

Work Orders

Nepenthe Association

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:	Nepenthe Grounds Committee
Schedule Completion Date:			
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.
	05/09/2025	Work Order Update	05.09.25 - Proposal received by Carson. Proposal going to Grounds Committee for review and approval.
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:	Nepenthe Grounds Committee
Schedule Completion Date:			
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.
	05/09/2025	Work Order Update	05.09.25 - Proposal received by Carson. Proposal going to Grounds Committee for review and approval.
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:	Nepenthe Grounds Committee
Schedule Completion Date:			

Work Orders

Nepenthe Association

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.
	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.
	05/09/2025	Work Order Update	05.09.25 - Proposal received by Carson. Proposal going to Grounds Committee for review and approval.
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:	Nepenthe Grounds Committee
Schedule Completion Date:			
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.
	05/09/2025	Work Order Update	05.09.25 - Proposal received by Carson. Proposal going to Grounds Committee for review and approval.
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:	Nepenthe Grounds Committee
Schedule Completion Date:			

Work Orders

Nepenthe Association

Description:	Grounds Committee "My beautiful Japanese maple got destroyed during a storm. I was told by my zone steward I was getting a redbud maple. Oscar came by and was instructed to plant more ivy in the small hole where the stump was. Its only about 18in in diameter and the existing ivy will grow over it, so not sure why he needed to plant more. Regardless, I want a tree there there. The landscaping along our row of homes looks terrible, even though some of it was redone recently. I think the reason my house sat on the market so long was because of the bad curb appeal. He also mentioned rocks. I don't mind them by the drain but don't want a rock necklace at my foundation as its unnecessary. "		
History Items:	Date:	Type:	Description:
	08/22/2024	Owner Call	08.22.2024 - Owner submitted service request.
	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.
	05/09/2025	Work Order Update	05.09.25 - Proposal received by Carson. Proposal going to Grounds Committee for review and approval.
WO#: 1233598	Status: Open	Progress Code:	Pending Proposal
Unit/Common Area: 101 Dunbarton Cir		Category:	Landscape Request
Date Created: 08/16/2024	Date Completed:	Vendor:	Nepenthe Grounds Committee
Schedule Completion Date:			
Description:	Grounds Committee "Requesting an evaluation of my front landscaping which has been sparse for quite a long time. I understand the grass situation is due to shade trees but as the first house in the siding/painting project, the lawn has never recovered from the construction equipment all over the lawn. I hope you can take the time to evaluate."		
History Items:	Date:	Type:	Description:
	08/16/2024	Owner Call	08.15.24 - Owner submitted service request form.
	01/14/2025	Work Order Update	01.14.25 - This work order is part of a community wide grass issue. All service requests with grass issues have been combined into one work order for easier tracking/problem solving. This work order will be closed, and the grass work order will now be WO#1262776
	05/09/2025	Work Order Update	05.09.25 - Grounds Committee evaluated this area with Garth Ruffner. Reopening work order due to proposal received from Carson for this address

Nepenthe MR August 2025 - Google Docs.pdf



Dry Rot and Painting Project
Phase One 2022-2023-2024
Phase Two 2024-2025
Phase Three 2025- 2026
Monthly Project Report For August 2025

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
Phase One 2022-2023-202
Phase Two 2024-2025
Phase Three 2025-2026



1. Phase #2 Update	3
2. Phase #3 Update	4
3. Trellis's	4
4. Phase #2 Cost Management	5
5. Phase #3 Cost Management	6
6. Phase #3 Invoice Control	7-9

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

Phase Three 2025-2026



Phase #2.

We have completed all 211 homes in Phase 2 with our siding, trim, and fence repairs, as well as 206 with painting. CPR, our siding, trim, and fencing contractor, is currently finishing up the last of the change orders that we have outstanding.

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 6-18.

Progressive Painting has now completed the project. We did our first walk-through of the last homes painted on 8/26. Touch-ups from our paint inspection and touch-ups from the last of the change orders being completed will be done during the month of August.

Budgeting: Budgeting has not changed. There are a few outstanding change orders, so I will update this in the September report. The **\$2,665,204.37** currently invoiced for siding, trim, and fences covers 211 homes, which amounts to \$12,631.30 per home. There will likely be a few more change orders coming in as we check the last homes. This number will change. These dollar amounts are for budgeting only.

The painters have invoiced **\$427,725.00** for painting 206 homes, at a rate of \$2,075 per home. They have not issued change orders.

Timeline to complete Phase 2: The final change orders and touch-ups are expected to be completed in August. I will leave cost management on page 5 and update it for the final time in the September report.

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Phase Three 2025-2026



Phase #3.

Phase #3.

Phase #3 has started. CPR has moved all crews to phase 3. And they are doing an excellent job of staying on schedule. We expect they to get ahead of schedule before the rainy season. If your home is in Phase III, review the schedule weekly, as it is subject to change due to weather. The Phase 3 schedule and construction path are available at the Nepenthe office.

Phase 3 invoice control is on pages 7 through 9 of this report. And changes are highlighted. Change Order Log will be sent as a separate attachment.

Trellis's

Many patios have trellises, both attached to the home and free-standing. In years past, the siding and paint crews could 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 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.

I would like to personally thank all homeowners and occupants for the effort they have made to ensure that their patio areas and personal items have been stored safely. This has greatly improved the safety of the job site for all of our vendors and is greatly appreciated.

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

Phase Three 2025-2026

**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 \$2,665,204.37	Includes Change Orders Invoiced \$2,665,204.37
CPR Construction	Change Orders Siding & Trim		\$382,494.29			
CPR Construction	Original Contract Fencing	\$588,599.00				
CPR Construction	Change Orders Fencing		\$192,592.20			
CPR Construction	Total Retention to date	\$241,648.38				
CPR Construction	Total Retention Invoiced	\$184,467.22			Included Above	Included Above
CPR Construction	Permits			\$33,809.35	Included Above	Included Above
Progressive Painting	Painting Original Contract	\$439,900.00			\$427,725.00	\$427,725.00
	TOTAL PAID TO ALL ABOVE				Invoiced Value \$3,092,929.37	Value Paid \$3,092,929.37

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Phase Three 2025-2026

**Cost Management- Phase #3.**

Total Contract Amount

Contractor Code	Scope	Budget Value (\$)	Change Orders Value (\$)	Permits Value (\$)	Invoiced Value (\$)	Value Paid (\$)
CPR Construction	Original Contract Siding & Trim	\$2,008,747.76			Includes Change Orders Invoiced \$286,758.92	Includes Change Orders Invoiced \$144,210.60
CPR Construction	Change Orders Siding & Trim		(\$1,165.30)			
CPR Construction	Original Contract Fencing	\$715,163.66				
CPR Construction	Change Orders Fencing		\$108.27			
CPR Construction	Total Retention to date	\$30,648.50				
CPR Construction	Total Retention Invoiced	\$0			Included Above	Included Above
CPR Construction	Permits			\$0	Included Above	Included Above
Progressive Painting	Painting Original Contract	\$429,900.00.			\$12,642.00	\$0
	TOTAL PAID TO ALL ABOVE				Invoiced Value \$299,400.92	Value Paid \$144,210.60

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Phase Three 2025-2026

**Invoice Control Phase #3.**

Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Inspection	1586	See Details on the invoice	\$9,846.00	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1660	See Details on the invoice	\$25,840.07	COMPLETE	APPROVED	PAID
CPR Construction	Fence	1661	See Details on the invoice	\$18,937.87	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1665	See Details on the invoice	\$19,152.25	COMPLETE	APPROVED	PAID
CPR Construction	Fence	1666	See Details on the invoice	\$17,444.06	COMPLETE	APPROVED	PAID
CPR Construction	Siding, trim	1672	See Details on the invoice	\$40,062.73	COMPLETE	APPROVED	PAID

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Phase Three 2025-2026



Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
CPR Construction	Fence	1673	See Details on the invoice	\$12,927.62	COMPLETE	APPROVED	PAID
CPR Construction	Siding	1675	See Details on the invoice	\$40,679.102	COMPLETE	APPROVED	PENDING
CPR Construction	Fence	1676	See Details on the invoice	\$10,762.48	COMPLETE	APPROVED	PENDING
CPR Construction	Siding	1679	See Details on the invoice	\$42,381.61	COMPLETE	APPROVED	PENDING
CPR Construction	Fence	1680	See Details on the invoice	\$7,831.81	COMPLETE	APPROVED	PENDING
CPR Construction	siding	1684	See Details on the invoice	\$36,467.68	COMPLETE	APPROVED	PENDING
CPR Construction	Fence	1685	See Details on the invoice	\$4,425.64	COMPLETE	APPROVED	PENDING

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting

Phase One 2022-2023-202

Phase Two 2024-2025

Phase Three 2025-2026



Contractor	Scope	IN#	Description	Value	Status of Work	Status of Invoice	Status of Payment
Progressive Painting	Paint	#17624	Painting	\$12,642.00	COMPLETE	APPROVED	PENDING
			TOTAL APPROVED	\$299,400.92			
			TOTAL APPROVED, NOT PAID	\$154,852.60			
			TOTAL PAID	\$144,210.60			

End Report.

Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
Phase One 2022-2023-202
Phase Two 2024-2025
Phase Three 2025-2026



Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
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Reeves Construction, Inc.

Project: Nepenthe Dry Rot and Painting
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Nepenthe Ph. 3 COR Log Updated 8.19.25.pdf



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

Date: August 11, 2025
Project Name: #1355 Nepenthe Ph. 3

Contact: Nicole Marks
Company: First Service Residential

CHANGE ORDER LOG						
DATE	COR #	LOCATION	PENDING	DECLINED	APPROVED	NOTES
6/5/25	1	Ph. 3 Inspection Credit			\$ (9,846.00)	Siding & Trim
7/25/25	2	2282 Swarthmore			\$ 108.27	HVAC Cage (Fence)
7/25/25	3	1304 Commons Dr.			\$ 440.19	Siding & Trim
7/25/25	4	1306 Commons Dr.			\$ 305.66	Siding & Trim
7/25/25	5	1310 Commons Dr.			\$ 356.33	Siding & Trim
7/25/25	6	1314 Commons Dr.			\$ 305.66	Siding & Trim
7/25/25	7	1318 Commons Dr.			\$ 1,293.51	Siding & Trim
8/8/24	8	1322 Commons Dr.			\$ 2,260.06	Siding & Trim
8/8/24	9	1326 Commons Dr.			\$ 201.73	Siding & Trim
8/8/24	10	1330 Commons Dr.			\$ 269.40	Siding & Trim
8/8/24	11	1334 Commons Dr.			\$ 929.70	Siding & Trim
8/8/24	12	1338 Commons Dr.			\$ 108.27	Siding & Trim
8/18/25	13	2280 Swarthmore			\$ 325.27	Siding & Trim
8/18/25	14	2278 Swarthmore			\$ 1,228.56	Siding & Trim
8/18/25	15	2276 Swarthmore			\$ 656.36	Siding & Trim
TOTALS			\$ -	\$ -	\$ (1,057.03)	
TOTAL ORIGINAL CONTRACT AMOUNT					\$ 2,733,757.42	
TOTAL ADJUSTED CONTRACT AMOUNT					\$ 2,732,700.39	

APPROVED SIDING & TRIM / FENCE BREAKDOWN

Siding and Trim C/O's	\$ (1,165.30)
Fence C/O's	\$ 108.27
Permits	\$ -
Grand Total Repairs	\$ 2,732,700.39

2025-08-05 ARC Minutes.docx

NEPENTHE ARCHITECTURAL REVIEW COMMITTEE MINUTES
Thursday, August 7, 2025
4:30 P.M.

Meeting began at 4:30 pm.

Members present: Allen Davenport, Jane Brown, Paul Serafimidis, Alan Watters.

Also present: Ricardo Pineda, Board Liaison; Nancy Arndorfer.

.....
Additional Action Items for Board Approval

1. In Appendix A, 2 recommendations for inspections for B.1.1. o203 Elmhurst Circle skylight application.

A. Introductions: Introduction and welcome of prospective new member Nancy Arndorfer.

B.1. Homeowner requests not voted on:

1. **203 Elmhurst Circle – Skylight installation:** In this 4400 model, retroactive approval is sought for a 29” x 29” Velux skylight installed in the roof over the master bathroom. Discussion occurred at the meeting. The required City permit was evidently not obtained. We are told that the skylight was installed by October, 2024, several owners ago. This residence has changed ownership twice since then. **Recommendations are being made:** please see discussion in Appendix A.

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

1. **1102 Dunbarton Circle – Windows replacement:** In this 4400 model, five windows and one sliding patio doors are requested to be replaced with Simonton Daylight Max windows and Simonton Madeira patio doors, respectively, via a retrofit installation, with the exterior color being Simonton’s “Bronze.” Note that for the kitchen greenhouse window, only the lower sliding windows portion will be replaced, not the upper slanting window pane. The contractor is to be C.E.C.S. Discussion occurred at the meeting. A City permit is required by City codes. Voting was conducted by email with all four Committee members voting yes by August 23, 2025. **Approval Recommended.**

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

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

Old Business: Revised ARC documents were approved by Board at July meeting.

D. New Business:

1. New ARC rules approved call for submission of completed building permits. How is our office to manage this requirement? Alan is to talk to the asst. gen. manager
2. House number signs: How to accommodate homeowners who evidently have need of more than two such HOA-supplied signs? Discussion was had. Suggestions included talking to homeowners to find out their needs, and creating a signage policy.

E. Estoppel Inspections: One inspection was conducted.

F. Notices of Completion: Several reviewed and signed.

Meeting adjourned at 5:32 pm.

Respectfully submitted, Alan Watters, acting secretary

APPENDIX A

Recommendation for Board action on Skylight application for 203 Elmhurst Circle

General Manager Nicole Marks has requested the ARC to make recommendations as to how to handle the need for inspections.

The ARC discussed the already installed skylight and has concluded that we cannot approve it until a roof and attic inspection by a licensed contractor allays two points of concern: that it was properly sealed at its intersection with the roof (flashing, etc.) And that it was properly structurally boxed in (square box of 2 by 4's) within the attic and that any cutting of support rafters and/or trusses were properly mitigated.

According to what the ARC understands, the distance between rafters/trusses is about 22 inches. We can thus conclude that some original roof rafters or trusses had to be cut to complete the installation of the 29-inch-wide skylight.

It is the recommendation of Nepenthe's Construction Manager Paul Reeves that an inspection of the roof be made to make sure that the flashing is correctly installed around the skylight so that there will be no water leaks. The ARC concurs with this recommendation. However, Nepenthe's policy concerning roof penetration by a homeowner-installed improvement states that the homeowner will be responsible for any water intrusion damage.

It would make sense for this roof inspection for Nepenthe to use the services of the roofing contractor it regularly uses to inspect the roof, whether it be Advanced Roof Design or C.P.R.

Further, it is the recommendation of the ARC that a licensed contractor inspect, to the degree possible, from inside the attic, the rebuilt rafters and box and any other elements of the roof's structural support to make sure that they are sound and that the contractor issue a report on the findings.

Because the Board and management wish to obtain a report, we suggest that construction manager Paul Reeves be asked to do the inspection because he is trusted and known to be able to write clearly. The CC&Rs supports the ARC's asking for consultant services at the cost of the homeowners, should there be a fee.

BOARD ACTION REQUESTED

1. Endorse recommendation that management arrange for the roofing contractor it regularly uses to inspect the roof, whether it be Advanced Roof Design, C.P.R. or another.
2. Endorse recommendation that management arrange for Paul Reeves or another trusted contractor to inspect the roof and submit a report back to management.

Committee Application - Nancy Arndorfer - ARCH.pdf



**Nepenthe Committee / Volunteer Application
with Conflict of Interest Policy Acknowledgement**

Contact Information:

Date: June 11, 2015
Name: Nancy Arndorfer
Address: 704 Dunbarton Circle
Committee applying for: Architectural
Phone Number: 916-838-1763
E-Mail Address: NArndorfer@gmail.com

Contributions:

How would you like to contribute to this committee?

I have been a Realtor for 46 years

Committees

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

Architectural ☒
Nominating ☐
Election ☐
Grounds ☐

Outreach ☐
Insurance, Legal & Safety ☒
Finance ☐
☐

Volunteer Only:

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

Other ways I would like to volunteer are:

Whenever needed

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

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

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

August 2025 Outreach meeting minutes.pdf

Nepenthe Outreach Committee
August 13, 2025
4:00 PM
Nepenthe Clubhouse

Present:

Marcy Best, chair
Pat Furakawa, treasurer
Bonnie Jacobson, secretary
Dale Shaw
Ann Bennett
Theresa McCrackin
Bill White
Tona Hasik
Ann Pasiuk
Kathryn Schmid
Gerry Gelfand
Lora Selvin
Jan Beale
Cheryl Nelson, board liaison

Absent:

Joan Barrett
Maggie Ward

New Business:

Marcy reported that the Dunbarton clubhouse was recently flooded and she and **Bill** sorted through stored Outreach supplies. She said the damage was minimal but some supplies were discarded. She also sent a letter to the Board requesting the removal of 32 old chairs that occupy an excessive amount of storage space.

Committee communication policy—**Marcy** introduced and distributed a communication policy for members to follow during Outreach meetings. She explained the purpose of the policy which is to support freewheeling discussions in a respectful manner.

Shredding event—**August 23rd, 9:00AM-12:00PM, Nepenthe clubhouse.**

Gerry said she will announce the event at Saturday Coffee and in N2N weekly emails. **Bill, Lora, Dale, Marcy, Ann P.** volunteered to help at the event and were asked to

arrive around 9:00AM.

Music by the Pool—9/7, 6:00PM, Nepenthe pool. Marcy reported the band Walking the Dawg will perform and tickets go on sale at the clubhouse on 8/29 for \$10. **Bonnie** and **Theresa** will sell tickets at the main gate and **Gerry** will monitor the back gate. A glass of wine is included in the ticket price and **Bill** and **Lora** will be bartenders.

Budget Report—**Marcy** distributed the August Outreach budget and **Pat** explained the procedure for submitting event expenses and getting reimbursed. Discussion followed about differentiating between the GL account and the committee's cash-on-hand.

Marcy adjourned the meeting at 5:20PM

Respectfully submitted,
Bonnie Jacobson, secretary

There is no request for Board action at this time.

Next Outreach Committee meeting is September 10, 2025

Outreach Financials August.pdf

OUTREACH FINANCIAL FOR JUNE/ JULY, 2025

EVENT	EXPENSES	INCOME
4 TH of July	Ice \$ 26.03	In last month's report
	Paper goods \$ 57.89	
	Food \$202.07	
	<u>Sign \$ 5.12</u>	
	\$291.11	

Event Totals: \$291.11

Other Expenses:

Light for Dunbarton \$19.46

Refg. Lock \$ 8.69 \$ 28.15

\$28.15

TOTALS: \$319.56

Refund Requested from GL Account 18003

\$ 207.19 Bonnie Jacobson

\$ 86.25 Bill White (\$26.03 for 4th, \$28.15 other, \$12.07 cups for Music by Pool

Total: \$293.44

Cash to Kathryn Schmid \$58.00

Cash on Hand as of 7/15/2025 **\$1080.00**

Cash Payment \$ 58.00

Current Cash on Hand **\$1022.00**

ILS committee meeting August.pdf

ILS committee meeting

August 13, 2025 5:37/6:42

Attendees

Jackie Grebitus, Chair

Pamela DiMaggio, Member

Roy Hui, Member

Nancy Arndorfer, Member

Ann Pasink, Guest

William Newbill, Guest

Brian Coates, Board Liasion

Safety Topics for newsletter

-spark arrestors

-spark arrestor vents

-sign up for City alerts

Members will select a topic and prepare a short article for the newsletter

Fences

-suggested sensor on inside of gate that requires a key card to exit to deter homeless.
Further investigation required into safety codes regarding this.

-further discussion around getting 2 more bids on fencing modifications per last month's recommendation. Brian advised that this is in process. Also, it was noted that the homeless community will take note of which pools in the area have the easiest access and Nepenthe pools will be a target as other pools/HOA's in the area have made improvements in deterrence efforts

University Alleys

The Board requested that the ILS look at specific areas on University alleys that are no walkways but are being used as cut-throughs and there are concerns about damage to the sprinkler system and liability in the possibility of a slip and fall. The packet submitted by the board suggested placing big rocks and or green screens. Pam and Brian visited the sites so we have a clear idea of the request. There have been no documented reports of sprinkler damage or slip and falls per Brian. The committee discussed and in light of no reported incidents, recommends that the HOA take a smaller and, less expensive step of installing signs stating these areas are not walkways, as Campus Commons has. The Committee will provide examples of signs.

Insurance

Discussion was held regarding making Nepenthe an attractive risk for an insurer especially regarding trees touching roofs, fencing and siding. It is recommended that the property management actively issue violations on these issues. The committee understands that due to recent legislation, the cap on a violation is \$100, but still feels it is worthwhile to pursue.

Bill Newbill recommended we use a different broker, In addition to the one we are currently using to get competitive bids. A different broker may have access to different insurance carriers and may be able to provide a more competitive bid for our coverage.

Community Engagement

A community web-based notice/bulletin board was proposed as a forum where Nepenthe's residents could exchange information, ask for recommendations for service vendors, etc. The committee thought this was a great idea and as Roy has had experience with this in a prior neighborhood, he will look into the development of same. Nicole advised that it would not be possible to work off of our improved website. We will investigate other avenues.





Finance Committe Meeting Minutes 8-18-25 FINAL.pdf

Attendees: John Apostolo, Carol Duke, Julie Valverde, Nina White (Board Liason)

Excused:

Absent: Ashley Tangeraas

Homeowners: Courtenay Delfine, Al White

Topic	Objective / Info / Decision	Action
Approval of Prior Meeting Minutes and Action Items	Apostolo called the meeting to order @4:00	Duke moved to approve and seconded by Valverde
Financial Statement Approval	Financials from July 2025	Duke moved to approve and seconded by Valverde
GM Update; Browning Report & Budget	No items to discuss	
Liaison Update	- The liaison has been working with the GM to prepare a 10 year analysis of trees, irrigation and landscaping. - The liaison provided a copy of the Finance Committee Charter	- Purpose is to determine how things have changed over time and what should be included in these categories going forward - Finance Committee to review at a later date and recommend changes to Board. Item to remain in parking lot below
Browning Report	Met with Bob Browning on 08/14/25 to go over the suggested consolidation of landscape accounts in the study	A power point was presented which illustrated what changes have been made. (see attached)
Reserve tracker	Due to Finance Committee on 8/18/25	GM Abigail Helman to check on status
Homeowner Comments	None	
Adjourn	Meeting adjourned at 4:13	

Future Items for discussion/recommendation

Accrual vs Cash Accounting

- Create a list of questions for consultants. This is a deliverable to Nina. FC Committee members to develop questions by July 1 so we can start compiling questions for each consultant.
- Meet with Consultants at First Service, Nepenthe Accountant, Other HOA

Next meeting: September 15 @ 4:00pm @ the Clubhouse and Zoom

Submitted by: Julie Valverde

Insurance (Liability & Flood)

- Understand insurance risks going forward

Reserve Study

- ~~Get the list of reserve changes submitted by management~~ **Complete**
- ~~Get list of reserve changes to Nepenthe~~ **Complete**
- ~~How can the reserve study be simplified?~~ **Complete**
- ~~Add reserve line item for AB1572~~ **Complete**
- Add restricted access to Unassigned category **Needs to be addressed**
- Assign an appropriate name to Unassigned category **Needs to be addressed**
- Continue to track on a monthly basis the top six Reserve Component Actuals to Budget **Work in Progress**
- Project future Landscape/Irrigation/Trees expenses **Work in Progress**
- Consolidate Landscape Reserve components **Work in Progress**
- Review and consolidate additional components **Work in Progress**

Finance Committee Charter

- Finance Committee to review and recommend any changes to Board

Budget 2026

- Draft 2026 Budget

Deliverables sent to Finance Committee

~~Soft Copy of Roofing cover page~~ - June 3 - Complete

~~Hard copy of Roofing cover page~~ - June 4 - Complete

~~Explanation of \$108 Payment to reserves~~ - June 3 Complete

Soft copy browning 2026 workbook sent to Browning- sent July 25

Next meeting: September 15 @ 4:00pm @ the Clubhouse and Zoom

Submitted by: Julie Valverde

Description	Format	Distribution	Delivered Dates
Monthly Reserve Tracker	Hard copy Soft Copy (pdf)	Finance Comm Liaison to FC Chair or designee	July 31 July 31
Reserve GL Summary Sheet	Hard Copy Soft Copy (pdf)	Finance Comm Liaison to FC Chair or designee	July 31 July 31
Reserve Expense Authorization (REA)	Hard Copy Soft Copy (pdf)	Finance Comm Liaison to FC Chair or designee	July 31 July 31
Vendor Invoices	Hard Copy Soft Copy (pdf)	Finance Comm Liaison to FC Chair or designee	July 31 July 31
Association Financials	Hard Copy Soft Copy (pdf)	Finance Comm Liaison to FC Chair or designee	July 31 July 31

Next meeting: September 15 @ 4:00pm @ the Clubhouse and Zoom
Submitted by: Julie Valverde

| Page

Browning Reserve Study Comparison

Landscaping 2026

18000 Landscaping																
	Current Replacement Cost	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
Total Landscaping 6/27/25	2,590,117	424,462	1,182,438	1,150,767	620,464	635,977	898,928	921,404	944,437	1,073,830	992,251	1,017,057	1,042,484	1,068,548	1,095,258	1,122,642
Total Landscaping 8/14/2025	2,619,064	842,321	1,508,353	781,504	801,041	821,068	1,088,648	1,115,865	1,143,761	1,278,136	1,201,664	1,231,706	1,262,498	1,294,061	1,326,412	1,359,573

- Originally 21 sub-categories in Landscape, combined and collapsed into 14 sub-categories
- Combined 9 sub categories and yearly dollars and renamed 5 sub-categories into general headings to gain a better understanding of the total dollars available for:
 - Irrigation/Repairs/Drains/Controllers
 - Landscape Renovation & Plants
 - Tree Maintenance/Pruning/Forest Health
- Sub-category 109 deleted, duplicate of sub-category 103, deleted dollars as they were the same (\$118,624).
- Combined subcategory 245 and 241 and summed, split evenly between 2025 & 2026 (+ inflation factor for 2026). This is a one time after 2026 expense

SEPT HO RESPONSES .docx

RESPONSES TO AUGUST 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.

[] signals that this response was given at the meeting

HOMEOWNER COMMENTS

1. JIM SHAW: The amount quoted for the outside management of the proposed CC&R change seems low – about \$2.70 per unit. Is that amount correct?

BOARD RESPONSE:

[GM Marks: that \$1600 amount is correct]

2. PAM SECRIST: Pam would like to acknowledge Nirmal for her excellent work. She follows through and provides smooth delivery of service to homeowners. Pam has seen many dead trees and plants throughout the community. She has not seen the Grounds Committee address any of them. She submitted photos to the office and was told to fill out a request form. These are not at her unit. How does she make a request for other areas? Can't these simply be addressed? Bare dirt would look better than the dead landscape. How is it that Grounds has not seen them? She's glad there are new members to the committee.

BOARD RESPONSE:

[Director Delfin replied that the dead trees will be addressed in the fall. The committee has been planning how this is to be done. Homeowners can request service for dead plants.]

3. PAT SINGER: Pat has 2 comments on the CC&R change proposal: 1) why will there be 3 on the ballot? It is confusing. The phrasing should copy the survey; 2) Outreach should participate in a get-out-the-vote effort.

BOARD RESPONSE: Actual ballot language and appearance have not yet been determined. While the Board has approved moving forward with the election, there are still several steps before things are final. Please see the response to Bill White above for details on the plan to provide information to homeowners.

4. BARBARA BEDDOWS: Doesn't any CC&R change have to be recorded with the Secretary of State before it goes into effect? Has that timing and cost been considered?

BOARD RESPONSE:

[GM Marks replied that the change does need to be filed with the Secretary of State and the change will become effective once filed. The costs for the election (\$1600) do not include the filing fee which may be a few hundred dollars.]

5. BONNIE JACOBSON: It seems redundant to do the survey and then repeat the options on the ballot. Could we summarize the legalese to be able to understand what one is actually voting for?

BOARD RESPONSE: The Board will make every effort to ensure that presentations about the ballot are clear and well explained. Also, please see the responses above to Bill White and Pat Singer. The Board will take every possible action to ensure the ballot is clear; however, this is a legal document and will be phrased as such.

[GM Marks said she will explore how much clarification can be in the instructions.]

6. NANCY ARNDORFER: Nancy volunteered for two committees (ARC and ILS) but has not heard if she has been accepted.

BOARD RESPONSE:

[Director Nelson advised that an email was sent to Nancy confirming her approval at the July meeting.]

[GM Marks advised that not including Nancy's request to also be on ARC may have been an oversight. She will look into it and advise.]

7. MARCY BEST: The mirrors installed when Nepenthe was first installed were held with glue only. She would like to alert anyone with those mirrors to be aware that the glue is old and may fail. She had one such mirror fall and break. Only the timing of the fall prevented serious injury.

BOARD RESPONSE: The Board appreciates this information and alert to all homeowners who still have original issue mirrors on their walls.

8. Bill White: Bill mentioned 3 things –

1) Would like to suggest Outreach participate in recruiting votes for the CC&R ballot effort.

2) To his understanding, the \$100,000 deductible issue is ridiculous. There is but one dollar difference between homeowner responsibility – regardless of who is at fault on claims \$99,999 or less and full HOA responsibility if the claim is over \$100,000. There is confusion on this and feels none of the 3 options surveyed are best.

3) Carson uses a vacuum to clean roads and alleyways that pulls the debris into a trailer. The trailer exudes dust and small particles that then cover patios and furnishings. The vacuum also does not clean all the debris. He would suggest cleanup using tarps as is done in other associations.

BOARD RESPONSE:

- 1) The Board will utilize all communication resources to encourage homeowner voting on the CC&R change. For example: reminders will be in each Friday update after the ballot goes to print as well as in the September, October, and November newsletters with a link to an online web page with Q&As. The Board will continue to evaluate and propose other communication options.
- 2) The proposed CC&R change does not specify an insurance deductible amount. If the change passes, all liability losses, whether or not an insurance claim is filed, will be paid by the HOA. If the HOA does not have funds to pay the losses, the community will experience either a special assessment or dues increase to cover that loss. If a homeowner is at fault for the damage to common property, either the liability insurance provider or the HOA will file a claim against the responsible homeowner.
- 3) The General Manager will discuss this issue with Carson to determine if there can be other methods to collect debris or repair of the trailer to correct the dust dispersal.

9. THERESA McCRACKEN: Regarding the proposed change in the CC&Rs, the spoken explanations are clear but when reading the written statements, they are ambiguous. Please use common, simplified language.

BOARD RESPONSE: Please see responses to Pat Singer, Bonnie Jacobson and Bill White above.

[Director N. White stated that this is a legal document and must be written as one.]

[Director Delfin will see if we can put clarifications in the ballot instructions.]

10. JANE BROWN: Jane wrote a letter to the Board and would like to know why there has been no response.

BOARD RESPONSE: Please our response below under CORRESPONDENCE.

CORRESPONDENCE

1. JANE BROWN: The Nepenthe arborist inspected the tree in question and found it to be healthy. Jane disagreed with that opinion. She solicited an assessment from an outside arborist who feels the tree is in 'extreme decline'. Jane would like the tree removed and reimbursement for the expense of the outside arborist opinion.

BOARD RESPONSE: Nepenthe is known for its trees and the association dedicates a large portion of its resources to maintaining healthy trees. To do that, we rely upon our contracted arborist who is fully licensed and certified. In addition, arborists for the City of Sacramento must concur with our arborist recommendation on condition of a tree and for removal of a tree where the trunk dimension is over 32 inches; no tree beyond that dimension can be removed without City concurrence. Any homeowner may dispute a contractor decision or committee recommendation by contacting the office to request either a review and/or hearing with the Board. In this situation, Jane's letter can be considered that contact and the General Manager will follow normal follow-up.

The Board does not approve payment for services contracted without prior approval from the Board.

Letters to the Board are included in the next Open Board meeting and the Board response is delivered via this Homeowner Response report.

2. JERRY DUNN: Jerry proposes a fun community effort to clean the lollipop light fixtures based upon a participatory volunteer game to be conducted in early September. He suggests people can volunteer to clean fixtures and report the number they clean to be recognized for their efforts and win prizes.

BOARD RESPONSE: We all love games and winning! The Board appreciates this suggestion but feels a longer planning time frame would be needed in order for this to effectively complete all needed cleaning. For example, any lights not cleaned would need specific identification for a contractor/worker to address (all Nepenthe lights should be cleaned). There are also liability and supply issues that would need exploration: What happens if someone is injured? What if a lightbulb is broken? What if wiring is inadvertently damaged? The Board will take this under advisement for perhaps 2026.

OpenSession_08062025_Minutes.pdf



NEPENTHE ASSOCIATION

Open Session

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

MINUTES

Directors Present

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

Directors Absent

None

Additional Attendees

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

I. CALL TO ORDER

The meeting was called to order at 6:01pm

II. EXECUTIVE SESSION ACKNOWLEDGEMENT/ANNOUNCEMENT

In accordance with Civil Code Section 4935(a) the Board met in Executive Session on August 5, 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.

During the July 2nd Executive Session, foreclosure was approved for APN#: 295-0190-015-0000

The Board took the following actions during the August 5th meeting:

- The Board approved proposal from Ballot Box to conduct the CC&R revision vote in the amount of \$1,650.—This proposal was approved with the following votes: YAY-4, NAY-1.
- The Board approved proposal from Critical Path Reconstruction for fencing repairs at 2312 Swarthmore in the amount of \$3,166.70.—This proposal was approved unanimously.
- The Board approved 26 irrigation proposals in multiple locations from Carson Landscape totaling \$6,335.—This proposal was approved unanimously.
- The Board approved proposal from Breault Asphalt Maintenance for asphalt repairs at 618 Elmhurst in the amount of \$4,206.—This proposal was approved unanimously.

III. REPORTS

A. GENERAL MANAGER'S REPORT

The General Manager, Nicole Marks, provided the GM report verbally.

B. CONSTRUCTION MANAGER'S REPORT

The Construction Manager, Paul Reeves, provided a written report for the community regarding Phase 2/3

IV. COMMITTEE UPDATES

A. ARCHITECTURAL COMMITTEE

Richardo Pineda provided a verbal update for the Architecture Committee.

Resolved

The Board affirms the committee's recommendations below:

Address	Modification	Recommendation
203 Elmhurst	Window Replacement	Approval
605 Dunbarton	Window Replacement	Approval
1111 Commons	HVAC Replacement	Approval

Motion: CHERYL NELSON TRUSTEE

Second: COURTENAY DELFIN

► **Resolved**
The motion passed unanimously

B. OUTREACH COMMITTEE

Marcy Best provided a verbal update for the Outreach Committee which included an overview of past events and upcoming events.

C. ILS COMMITTEE

Brian Coates provided a verbal update for the ILS Committee which included coordinating chimney and spark arrestor inspections and obtaining quotes for safer fencing around the pool.

D. GROUNDS COMMITTEE

Mary Gray provided a verbal update for the Grounds Committee.

First Motion

The Board denies the committee applications submitted by Jim Shaw, Linda Cook and Maggie Ward for the Grounds Committee

Motion: COURTENAY DELFIN

Second: NINA WHITE TTEE

AYEs: COURTENAY DELFIN, NINA WHITE TTEE

NAYs: CHERYL NELSON TRUSTEE, BRIAN COATES, RICARDO PINEDA

► *The motion did not pass*

Second Motion

The Board approves the committee applications submitted by Jim Shaw, Linda Cook and Maggie Ward for the Grounds Committee

Motion: CHERYL NELSON TRUSTEE

Second: BRIAN COATES

AYEs: CHERYL NELSON TRUSTEE, BRIAN COATES, RICARDO PINEDA
NAYs: NINA WHITE TTEE, COURTENAY DELFIN

► *Resolved*
The motion passed

Third Motion

The Board approves to send the approved homeowner requests from last Grounds Meeting to Carson Landscape for proposal creation.

Motion: COURTENAY DELFIN
Second: BRIAN COATES

► *Resolved*
The motion passed unanimously

E. FINANCE COMMITTEE

John Apostolo provided a verbal update for the Finance Committee.

V. HOMEOWNER CORRESPONDENCE

A. HOMEOWNER CORRESPONDENCE - 08.06.25

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

B. HOMEOWNER COMMENT/CORRESPONDENCE FOLLOW UP - 07.02.25

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

VI. CONSENT CALENDAR

Resolved

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

Motion: COURTENAY DELFIN
Second: CHERYL NELSON TRUSTEE

► *Resolved*
The motion passed unanimously

A. OPEN SESSION MINUTES - JULY 2, 2025

Resolved

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

B. FINANCIAL STATEMENT - JUNE 2025

Resolved

The Board accepts the Association’s income statement for June 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 \$275,787.23 and year-to-date reserve funding of \$1,158,306.68 compared to the year-to-date reserve funding budget of \$1,040,880. The actual year-to-date operating expenses were \$1,264,630.02. The budgeted year-to-date operating expenses were \$1,460,820. The association has \$311,894.03 in operating funds, which represents 0.75 months of budgeted expenses and reserve contributions. The association has \$7,571,067.00 in reserve funds.

VII. NEW BUSINESS

A. CC&R REVISION

First Motion

The Board approves to proceed with taking the CC&R revision Section 10.8 to vote

Motion: COURTENAY DELFIN
Second: BRIAN COATES

▶ *Resolved*
The motion passed unanimously

Second Motion

The Board approves to start the balloting procedure/process beginning immediately.

Motion: COURTENAY DELFIN
Second: BRIAN COATES

▶ *Resolved*
The motion passed unanimously

Third Motion

The Board approves the proposal from Ballot Box in the amount of \$1,650 to conduct the CC&R Revision vote.

Motion: COURTENAY DELFIN
Second: BRIAN COATES
AYEs: BRIAN COATES, COURTENAY DELFIN, RICARDO PINEDA, NINA WHITE TTEE
NAYs: CHERYL NELSON TRUSTEE

▶ *Resolved*
The motion passed

VIII. HOMEOWNER FORUM

Multiple homeowners addressed the board with concerns/questions/comments which included status of CC&R revisions and Grounds.

IX. NEXT BOARD MEETING

The Association's next open Board meeting will be held September 3, 2025, at 6:00 pm.

X. ADJOURN

The meeting was adjourned at 7:09pm

APPROVED

DATE

NEP 07-25 FINANCIAL.pdf

NEPENTHE ASSOCIATION

CASH BASIS FINANCIAL STATEMENTS

FOR THE MONTH AND SEVEN MONTH(S) ENDED
JULY 31, 2025

CONTENTS

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

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

PREPARED BY:



NEPENTHE ASSOCIATION

Financial Summary

Fiscal Year End: December 31, 2025

For the Month Ended:

July 31, 2025

Operating cash	366,572.32	311,894.03	Increase in Cash	54,678.29
Reserve cash	7,374,202.44	7,571,067.00	Decrease in Cash	(196,864.56)
Adj Operating Cash (see note 1)	281,657.76	247,746.25	Increase in Cash	33,911.51

Average budgeted expenses / month	416,950.00
Average # of months of available cash	0.88
Percent Funded Per 2024 Reserve Study	186.0%

ASSESSMENT SUMMARY

Prepaid Utilities	
Monthly Assessment Budget	388,810.00
Assessment Cash Received	422,523.19

Total Assessments Receivable

0-30 days late (see note 2)	0.00
31-60 days late	14,299.49
61-90 days late	6,270.40
over 90 days late	30,235.03
Total Assessments Due	50,804.92

Other Receivable

Other Receivable	136,208.94
Past Residents Assessments Rec.	25,911.03

Prepaid Assessments	84,914.56
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OPERATING SUMMARY

Category	July Expenses	YTD Expenses	YTD Budget	YTD Variance	Negative YTD Variances>\$2000
Utilities	40,260	219,511	260,316		40,805
Landscape	48,880	345,160	342,160		(3,000) LANDSCAPE \$3K MORE THAN BUDGET 1-TIME
Common Area	12,639	183,710	169,134		(14,576) GUTTER/DOWNSPOUT+PLUMBING
Management/On-Site Admin	35,123	286,817	281,673		(5,144) TAXES, PAYROLL, WEBSITE
Insurance	0	366,334	651,007		284,673
Total Operating Expenses	136,902	1,401,532	1,704,290		302,758 Spending underbudget year-to-date
YTD Profit/(Loss)		330,466			

RESERVE SUMMARY

Contribution to Reserves this month:	260,220.00	Reserve Disbursements this month:	481,545.08
Contribution to Reserves Year-to-Date:	1,238,474.00	Reserve Disbursements Year-to-Date:	3,061,424.50
Interest on reserve funds Year-to-Date	204,755.64		

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	3,175,227	
	Reserve Investment Income		204,756
	Contributions to Reserves		1,238,474
Less	Operating Expenses	(1,401,532)	
	Reserve Funding	(1,238,474)	
	Reserve Expenses		(3,061,425)
Ending Balance	7/31/2025	366,572	7,374,202

Budget Report

Actual Income - Year-to-date	\$ 3,175,226.72
Budgeted Income - Year-to-date	<u>\$ 2,918,650.00</u>
Produced a positive Year-to-date income variance of	\$ 256,576.72
Actual Expenses and Reserve Contribution - Year-to-date	\$ 2,844,761.20
Budgeted Expenses and Reserve Contribution - Year-to-date	<u>\$ 2,918,650.00</u>
Produced a positive Year-to-date operating expenses variance of	\$ 73,888.80
The two combined variances produced a positive Year-to-date variance of	\$ 330,465.52

Other Information

Unpaid assessments at	7/31/2025	were:	\$ 50,804.92
Prepaid assessments at	7/31/2025	were:	\$ 84,914.56

NEPENTHE ASSOCIATION
COMPARATIVE BALANCE SHEET
07/31/2025

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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	366,572.32	311,894.03
PETTY CASH	150.00	150.00
RESERVE ACCOUNT FUNDS	<u>7,374,202.44</u>	<u>7,571,067.00</u>
TOTAL CASH AND INVESTMENTS	7,740,924.76	7,883,111.03
OTHER ASSETS		
UNFUNDED RESERVES	173,480.00	260,220.00
TOTAL OTHER ASSETS	<u>173,480.00</u>	<u>260,220.00</u>
TOTAL ASSETS	<u><u>7,914,404.76</u></u>	<u><u>8,143,331.03</u></u>
LIABILITIES		

UNFUNDED RESERVES	<u>173,480.00</u>	<u>260,220.00</u>
TOTAL LIABILITIES	173,480.00	260,220.00
MEMBERS EQUITY		

GENERAL RESERVE FUND BALANCE	7,374,202.44	7,571,067.00
OPERATING FUND BALANCE-BEG OF YEAR	36,256.80	36,256.80
CURRENT YEAR INCOME/(LOSS)	<u>330,465.52</u>	<u>275,787.23</u>
TOTAL LIABILITIES & MEMBERS EQUITY	<u><u>7,914,404.76</u></u>	<u><u>8,143,331.03</u></u>

NEPENTHE ASSOCIATION
RESERVE FUND BALANCES SUPPORT SCHEDULES
07/31/2025

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15241 Laguna Canyon Rd
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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	204,755.64	0.00	0.00	204,755.64
22872 GYM/WORKOUT FACILITY	14,017.11	0.00	1,632.00	0.00	0.00	15,649.11
22960 PAINTING-INTERIOR RESERVES	6,338.62	0.00	738.00	0.00	0.00	7,076.62
23014 CONCRETE REPAIRED RESERVES	108,220.33	0.00	12,600.00	0.00	(10,760.00)	110,060.33
23058 GENERAL RESERVES	0.00	0.00	0.00	(4,702.00)	0.00	(4,702.00)
23120 ROOF RESERVES	3,349,676.81	0.00	390,000.00	0.00	(16,247.00)	3,723,429.81
23122 POOL/SPA RESERVES	106,828.92	0.00	12,438.00	0.00	(7,490.00)	111,776.92
23127 FENCING RESERVES	361,971.23	0.00	42,144.00	(119,935.09)	(535,872.60)	(251,692.46)
23130 CONTIGENCY RESERVES	52,610.00	0.00	0.00	0.00	(110,614.00)	(58,004.00)
23133 IRRIGATION RESERVES	126,875.45	0.00	14,772.00	(12,458.00)	(83,190.00)	45,999.45
23146 SIGNS RESERVES	29,940.96	0.00	3,486.00	0.00	(1,444.96)	31,982.00
23178 PAVING RESERVES	557,592.36	0.00	64,920.00	0.00	(12,421.00)	610,091.36
23199 RESERVE STUDY RESERVES	7,833.09	0.00	912.00	(1,000.00)	0.00	7,745.09
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	1,662.00	0.00	0.00	15,936.78
L23135 PAINT EXTERIOR RSRV	634,274.19	0.00	73,848.00	(12,450.00)	(264,350.00)	431,322.19
L23136 STRUCTURAL REPAIRS RSRV	1,925,651.89	0.00	224,202.00	(324,891.31)	(1,097,249.01)	727,713.57
N22911 UNDERGROUND UTILITY RSRV	97,913.63	0.00	11,400.00	0.00	(2,495.00)	106,818.63
N23017 CLUBHOUSE RENOVATION RSRV	84,772.58	0.00	9,870.00	(3,388.68)	(4,418.35)	86,835.55
N23130 MISCELLANEOUS RSRV	16,748.38	0.00	1,950.00	0.00	0.00	18,698.38
N23274 TENNIS COURT RSRV	69,003.34	0.00	8,034.00	0.00	0.00	77,037.34
N23275 GROUNDS RESERVE	695,702.11	0.00	155,580.00	0.00	(290,835.00)	560,447.11
N23282 TREE REMOVAL ANNUAL MAINT RSRV	698,794.12	0.00	6,780.00	(2,720.00)	(142,492.50)	560,361.62
N22991 POLE LIGHT REPAIRS RSRV	33,599.84	0.00	3,912.00	0.00	0.00	37,511.84
TOTAL GENERAL RESERVES	8,992,639.74	0.00	1,443,229.64	(481,545.08)	(2,579,879.42)	7,374,444.88

NEPENTHE ASSOCIATION
INCOME STATEMENT
07/31/2025

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
REVENUE									
422,810.19	388,810	34,000.19	14000	HOMEOWNER ASSESSMENT REVENUE	2,761,412.69	2,721,670	39,742.69	4,665,720	1,904,307.31
0.00	2,000	(2,000.00)	14087	EASEMENT AGREEMENT	12,460.77	14,000	(1,539.23)	24,000	11,539.23
425.26	150	275.26	14101	INTEREST ON PAST DUE ASSESSMENTS	2,539.52	1,050	1,489.52	1,800	(739.52)
355.00	50	305.00	14110	KEY REVENUE	545.00	350	195.00	600	55.00
945.00	350	595.00	14113	CLUBHOUSE RENTAL	4,745.00	2,450	2,295.00	4,200	(545.00)
0.00	0	0.00	14116	CC&R VIOLATIONS/FINES	1,837.74	0	1,837.74	0	(1,837.74)
808.96	1,400	(591.04)	14122	INSURANCE REIMBURSEMENT	16,478.00	9,800	6,678.00	16,800	322.00
644.42	0	644.42	14162	OPERATING INTEREST REVENUE	2,126.36	0	2,126.36	0	(2,126.36)
24,702.96	0	24,702.96	14163	RESERVE INTEREST REVENUE	204,755.64	0	204,755.64	0	(204,755.64)
25,811.00	24,190	1,621.00	14309	WATER REIMBURSEMENTS	168,326.00	169,330	(1,004.00)	290,280	121,954.00
476,502.79	416,950	59,552.79		TOTAL REVENUE	3,175,226.72	2,918,650	256,576.72	5,003,400	1,828,173.28
RESERVE CONTRIBUTION									
408.00	272	(136.00)	19572	GYM/WORKOUT FACILITIES RESERVES	1,632.00	1,904	272.00	3,264	1,632.00
184.50	123	(61.50)	19660	PAINTING-INTERIOR RES	738.00	861	123.00	1,476	738.00
3,150.00	2,100	(1,050.00)	19714	CONCRETE REPAIR RESERVE	12,600.00	14,700	2,100.00	25,200	12,600.00
24,702.96	0	(24,702.96)	19803	GENERAL RESERVE INTEREST	204,755.64	0	(204,755.64)	0	(204,755.64)
97,500.00	65,000	(32,500.00)	19820	ROOF RESERVE	390,000.00	455,000	65,000.00	780,000	390,000.00
3,109.50	2,073	(1,036.50)	19822	POOL/SPA RESERVE	12,438.00	14,511	2,073.00	24,876	12,438.00
10,536.00	7,024	(3,512.00)	19827	FENCING RESERVE	42,144.00	49,168	7,024.00	84,288	42,144.00
3,693.00	2,462	(1,231.00)	19833	IRRIGATION RESERVE	14,772.00	17,234	2,462.00	29,544	14,772.00
871.50	581	(290.50)	19846	SIGN RESERVE	3,486.00	4,067	581.00	6,972	3,486.00
16,230.00	10,820	(5,410.00)	19878	PAVING RESERVE	64,920.00	75,740	10,820.00	129,840	64,920.00
228.00	152	(76.00)	19899	RESERVE STUDY	912.00	1,064	152.00	1,824	912.00
0.00	0	0.00	19901	PRIOR YR FUNDING	197,594.00	0	(197,594.00)	0	(197,594.00)
415.50	277	(138.50)	L19833	OUTDOOR EQUIPMENT RSRV	1,662.00	1,939	277.00	3,324	1,662.00
18,462.00	12,308	(6,154.00)	L19835	PAINTING EXTERIOR RESERVE	73,848.00	86,156	12,308.00	147,696	73,848.00
56,050.50	37,367	(18,683.50)	L19836	STRUCTURAL REPAIRS RSRV	224,202.00	261,569	37,367.00	448,404	224,202.00
2,850.00	1,900	(950.00)	N19611	UNDERGROUND UTILITY REPR RSV	11,400.00	13,300	1,900.00	22,800	11,400.00
978.00	652	(326.00)	N19691	POLE LIGHT REPR RSV	3,912.00	4,564	652.00	7,824	3,912.00
2,467.50	1,645	(822.50)	N19717	CLBHOUSE REMODEL INTERIOR RENOVATI	9,870.00	11,515	1,645.00	19,740	9,870.00
487.50	325	(162.50)	N19830	MISCELLANEOUS RSV	1,950.00	2,275	325.00	3,900	1,950.00
2,008.50	1,339	(669.50)	N19974	COMMON TENNIS CRT RSV	8,034.00	9,373	1,339.00	16,068	8,034.00
20,250.00	13,500	(6,750.00)	N19975	GROUNDS RSV	81,000.00	94,500	13,500.00	162,000	81,000.00
20,340.00	13,560	(6,780.00)	N19982	TREE REM/ ANNL MAINT RSV	81,360.00	94,920	13,560.00	162,720	81,360.00
284,922.96	173,480	(111,442.96)		TOTAL RESERVE CONTRIBUTION	1,443,229.64	1,214,360	(228,869.64)	2,081,760	638,530.36
191,579.83	243,470	(51,890.17)		AVAILABLE OPERATING REVENUE	1,731,997.08	1,704,290	27,707.08	2,921,640	1,189,642.92
OPERATING EXPENSES									

NEPENTHE ASSOCIATION
INCOME STATEMENT
07/31/2025

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c/o FirstService Residential
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Irvine CA 92618

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
UTILITIES									
3,909.41	4,337	427.59	15101	ELECTRICITY	24,654.24	30,359	5,704.76	52,044	27,389.76
1,725.31	2,164	438.69	15102	GAS	17,627.59	15,148	(2,479.59)	25,968	8,340.41
907.37	510	(397.37)	15103	REFUSE COLLECTION	6,768.67	3,570	(3,198.67)	6,120	(648.67)
164.24	172	7.76	15105	TELEPHONE EXPENSE	1,149.68	1,204	54.32	2,064	914.32
3,033.10	5,865	2,831.90	15106	WATER	30,078.42	41,055	10,976.58	70,380	40,301.58
29,542.05	23,600	(5,942.05)	15106R	REIMBURSABLE WATER USAGE	133,123.58	165,200	32,076.42	283,200	150,076.42
978.68	540	(438.68)	15155	INTERNET EXPENSE	6,109.03	3,780	(2,329.03)	6,480	370.97
40,260.16	37,188	(3,072.16)		TOTAL UTILITIES	219,511.21	260,316	40,804.79	446,256	226,744.79
LAND MAINTENANCE									
48,880.00	48,880	0.00	15500	CONTRACT LANDSCAPE SERVICE	345,160.00	342,160	(3,000.00)	586,560	241,400.00
48,880.00	48,880	0.00		TOTAL LAND MAINTENANCE	345,160.00	342,160	(3,000.00)	586,560	241,400.00
COMMON AREA									
3,900.00	3,475	(425.00)	16020	CONTRACT POOL/SPA SERVICE	28,350.00	24,325	(4,025.00)	41,700	13,350.00
0.00	85	85.00	16022	POOL EQUIPMENT REPAIR	0.00	595	595.00	1,020	1,020.00
0.00	210	210.00	16027	POOL INSPECTION	2,672.00	1,470	(1,202.00)	2,520	(152.00)
725.00	210	(515.00)	18457	PLUMBING REPAIR	20,000.00	1,470	(18,530.00)	2,520	(17,480.00)
0.00	0	0.00	18501	EXPENSES TO BE REIMBURSED	(141.00)	0	141.00	0	141.00
276.20	1,300	1,023.80	18524	MATERIAL SUPPLIES	1,327.95	9,100	7,772.05	15,600	14,272.05
375.00	335	(40.00)	18526	PEST CONTROL	3,895.00	2,345	(1,550.00)	4,020	125.00
2,490.00	2,657	167.00	18531	JANITORIAL SERVICE	17,555.00	18,599	1,044.00	31,884	14,329.00
0.00	192	192.00	18532	JANITORIAL SUPPLIES	2,217.70	1,344	(873.70)	2,304	86.30
0.00	65	65.00	18534	FIRE EXTINGUISHER SERVICE	291.13	455	163.87	780	488.87
130.00	0	(130.00)	18544	LIGHT REPAIRS	1,969.00	0	(1,969.00)	0	(1,969.00)
757.50	700	(57.50)	18579	PATROL SERVICE	5,176.02	4,900	(276.02)	8,400	3,223.98
0.00	9,833	9,833.00	18736	GUTTER & DOWNSPOUT CLEANING	62,640.00	68,831	6,191.00	117,996	55,356.00
3,672.10	4,166	493.90	18767	REPAIR & MAINTENANCE	35,960.83	29,162	(6,798.83)	49,992	14,031.17
0.00	709	709.00	18771	BACKFLOW DEVICE TEST	81.00	4,963	4,882.00	8,508	8,427.00
312.90	140	(172.90)	18905	KITCHEN SUPPLIES	1,042.98	980	(62.98)	1,680	637.02
0.00	85	85.00	18986	FITNESS CONTRACT	672.32	595	(77.32)	1,020	347.68
12,638.70	24,162	11,523.30		TOTAL COMMON AREA	183,709.93	169,134	(14,575.93)	289,944	106,234.07
MANAGEMENT/ON-SITE ADMIN EXP									
200.00	200	0.00	18001	COMMUNITY WEBSITE	2,328.88	1,400	(928.88)	2,400	71.12
(30.00)	100	130.00	18003	COMMUNITY EVENTS/PROGRAMS	184.94	700	515.06	1,200	1,015.06
7,800.00	8,190	390.00	19109	CONTRACT MANAGEMENT	54,600.00	57,330	2,730.00	98,280	43,680.00
0.00	181	181.00	19101	CPA SERVICES	2,170.00	1,267	(903.00)	2,172	2.00
306.28	0	(306.28)	19104	FEDERAL TAX EXPENSE	306.28	0	(306.28)	0	(306.28)
0.00	25	25.00	19106	TAXES & LICENSES	(1,260.00)	175	1,435.00	300	1,560.00

NEPENTHE ASSOCIATION
INCOME STATEMENT
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----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
1,363.50	1,675	311.50	19108	GENERAL COUNSEL SERVICE	16,388.02	11,725	(4,663.02)	20,100	3,711.98
3,499.50	3,334	(165.50)	19111	MANAGEMENT REIMBURSABLE	27,950.43	23,338	(4,612.43)	40,008	12,057.57
221.55	21	(200.55)	19112	POSTAGE, ON-SITE	443.10	147	(296.10)	252	(191.10)
0.00	100	100.00	19117	DUES & PUBLICATIONS	730.00	700	(30.00)	1,200	470.00
35.00	35	0.00	19119	BANK FEES	245.00	245	0.00	420	175.00
15,065.80	16,625	1,559.20	19124	ON-SITE STAFF	111,283.63	116,375	5,091.37	199,500	88,216.37
0.00	583	583.00	17209	PAYROLL PROCESSING FEES	1,560.00	4,081	2,521.00	6,996	5,436.00
(3,209.92)	0	3,209.92	19126	DELINQUENCY MONITORING	(11,979.02)	0	11,979.02	0	11,979.02
0.00	100	100.00	19132	OPERATING CONTINGENCY	3,124.57	700	(2,424.57)	1,200	(1,924.57)
0.00	0	0.00	19143	LEGAL-COLLECTIONS	(511.08)	0	511.08	0	511.08
618.90	317	(301.90)	19172	ACCOUNTING REIMBURSABLES	5,393.05	2,219	(3,174.05)	3,804	(1,589.05)
(389.21)	125	514.21	19174	AMS COLLECTION EXPENSE	892.12	875	(17.12)	1,500	607.88
149.94	85	(64.94)	19178	PROPERTY TAX	2,863.01	595	(2,268.01)	1,020	(1,843.01)
8,697.52	7,773	(924.52)	19247	PAYROLL TAXES & BENEFITS	64,545.71	54,411	(10,134.71)	93,276	28,730.29
51.01	125	73.99	19295	ON-SITE OFFICE SUPPLIES	1,779.41	875	(904.41)	1,500	(279.41)
742.81	645	(97.81)	19382	COPIER LEASE	3,778.67	4,515	736.33	7,740	3,961.33
35,122.68	40,239	5,116.32		TOTAL MANAGEMENT/ON-SITE ADMIN E	286,816.72	281,673	(5,143.72)	482,868	196,051.28
				INSURANCE					
0.00	59,426	59,426.00	19107	INSURANCE	359,297.70	415,982	56,684.30	713,112	353,814.30
0.00	33,575	33,575.00	DC19307	FLOOD INSURANCE	7,036.00	235,025	227,989.00	402,900	395,864.00
0.00	93,001	93,001.00		TOTAL INSURANCE	366,333.70	651,007	284,673.30	1,116,012	749,678.30
136,901.54	243,470	106,568.46		TOTAL OPERATING EXPENSES	1,401,531.56	1,704,290	302,758.44	2,921,640	1,520,108.44
54,678.29	0	54,678.29		NET INCOME/(LOSS)	330,465.52	0	330,465.52	0	(330,465.52)

NEPENTHE ASSOCIATION
INCOME STATEMENT FOR 12 MONTHS ENDING
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c/o FirstService Residential
15241 Laguna Canyon Rd
Irvine CA 92618

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15241 Laguna Canyon Road
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	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	TOTAL
REVENUE													
14000 HOMEOWNER ASSESSMENT REVENUE	350317	360084	375307	347324	371555	403307	374991	413148	389397	369557	388202	422810	4566000
14087 EASEMENT AGREEMENT	3233	0	0	6218	0	0	0	6161	0	0	6299	0	21912
14101 INTEREST ON PAST DUE ASSESMEN	71	115	786	62	262	413	733	240	37	68	622	425	3835
14110 KEY REVENUE	40	50	80	20	10	70	40	0	10	10	60	355	745
14113 CLUBHOUSE RENTAL	995	415	555	930	1370	675	390	1035	345	685	670	945	9010
14116 CC&R VIOLATIONS/FINES	682	658	1393	20	558	540	0	68	630	0	600	0	5149
14121 INTEREST REVENUE	0	0	0	230	0	0	0	0	0	0	0	0	230
14122 INSURANCE REIMBURSEMENT	450	-225	0	450	225	0	953	0	0	0	14716	809	17378
14132 MISCELLANEOUS REVENUE	0	0	60	0	0	0	0	0	0	0	0	0	60
14162 OPERATING INTEREST REVENUE	273	254	246	0	72	2	2	176	267	458	576	644	2971
14163 RESERVE INTEREST REVENUE	19567	43106	15486	49948	49041	31993	26319	20836	27406	11937	61561	24703	381903
14357 RESERVE CONTRIBUTION	0	750	465	0	0	0	0	0	0	0	0	0	1215
14309 WATER REIMBURSEMENTS	0	0	0	41	1230	23816	23014	25082	23797	22444	24362	25811	169597
TOTAL REVENUE	375627	405207	394377	405242	424324	460817	426442	466746	441890	405160	497668	476503	5180004
RESERVE CONTRIBUTION													
19572 GYM/WORKOUT FACILITIES RESERVE	544	408	0	272	0	0	272	136	272	272	272	408	2856
19660 PAINTING-INTERIOR RES	404	303	0	202	0	0	123	62	123	123	123	185	1647
19714 CONCRETE REPAIR RESERVE	4200	3150	0	2100	0	0	2100	1050	2100	2100	2100	3150	22050
19803 GENERAL RESERVE INTEREST	19567	43106	15486	49948	49041	31993	26319	20836	27406	11937	61561	24703	381903
19820 ROOF RESERVE	140064	105048	0	70032	0	0	65000	32500	65000	65000	65000	97500	705144
19822 POOL/SPA RESERVE	5400	4050	0	2700	0	0	2073	1037	2073	2073	2073	3110	24588
19827 FENCING RESERVE	13170	9878	0	6585	0	0	7024	3512	7024	7024	7024	10536	71777
19833 IRRIGATION RESERVE	31228	23421	0	15614	0	0	2462	1231	2462	2462	2462	3693	85035
19846 SIGN RESERVE	1162	872	0	581	0	0	581	291	581	581	581	872	6101
19878 PAVING RESERVE	21640	16230	0	10820	0	0	10820	5410	10820	10820	10820	16230	113610
19899 RESERVE STUDY	304	228	0	152	0	0	152	76	152	152	152	228	1596
19901 PRIOR YR FUNDING	0	0	0	0	0	0	0	197594	0	0	0	0	197594
L19833 OUTDOOR EQUIPMENT RSRV	8	6	0	4	0	0	277	139	277	277	277	416	1680
L19835 PAINTING EXTERIOR RESERVE	24616	18462	0	12308	0	0	12308	6154	12308	12308	12308	18462	129234
L19836 STRUCTURAL REPAIRS RSRV	74734	56051	465	37367	0	0	37367	18684	37367	37367	37367	56051	392818
N19611 UNDERGROUND UTILITY REPR RSV	5066	3800	0	2533	0	0	1900	950	1900	1900	1900	2850	22799
N19691 POLE LIGHT REPR RSV	1156	867	0	578	0	0	652	326	652	652	652	978	6513
N19717 CLBHOUSE REMODEL INTERIOR RENO	5890	4418	0	2945	0	0	1645	823	1645	1645	1645	2468	23123
N19830 MISCELLANEOUS RSV	408	306	0	204	0	0	325	163	325	325	325	488	2868
N19974 COMMON TENNIS CRT RSV	2678	2009	0	1339	0	0	1339	670	1339	1339	1339	2009	14060
N19975 GROUNDS RSV	31228	24171	0	15614	0	0	13500	6750	13500	13500	13500	20250	152013
N19982 TREE REM/ ANNL MAINT RSV	31228	23421	0	15614	0	0	13560	6780	13560	13560	13560	20340	151623
TOTAL RESERVE CONTRIBUTION	414695	340202	15951	247512	49041	31993	199799	305170	200886	185417	235041	284923	2510630
AVAILABLE OPERATING REVENUE	-39067	65005	378427	157731⁹	375282	428824	226643	161577	241004	219743	262627	191580	2669374

NEPENTHE ASSOCIATION
INCOME STATEMENT FOR 12 MONTHS ENDING
07/31/2025

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	TOTAL
OPERATING EXPENSES													
UTILITIES													
15101 ELECTRICITY	4298	4328	4341	3546	3854	3698	3373	3712	6688	0	3275	3909	45021
15102 GAS	565	1313	1894	3406	2333	3026	3291	3247	2375	1484	2480	1725	27138
15103 REFUSE COLLECTION	-2613	1419	694	694	764	683	683	696	634	583	2583	907	7727
15104 SEWER	0	0	0	0	0	0	0	0	9	-9	0	0	0
15105 TELEPHONE EXPENSE	164	164	164	164	164	164	164	164	164	164	164	164	1971
15106 WATER	5176	6116	7061	6451	6018	5811	6587	7280	1822	2679	2867	3033	60900
15106R REIMBURSABLE WATER USAGE	0	0	0	0	0	0	0	31450	21370	24211	26551	29542	133124
15155 INTERNET EXPENSE	752	932	752	752	752	1622	0	776	776	979	979	979	10050
TOTAL UTILITIES	8343	14272	14906	15013	13885	15003	14098	47325	33837	30090	38898	40260	285931
LAND MAINTENANCE													
15500 CONTRACT LANDSCAPE SERVICE	48880	48880	48880	48880	48880	51880	48880	48880	48880	48880	48880	48880	589560
TOTAL LAND MAINTENANCE	48880	48880	48880	48880	48880	51880	48880	48880	48880	48880	48880	48880	589560
COMMON AREA													
16020 CONTRACT POOL/SPA SERVICE	3840	3675	3825	3825	3525	4050	4050	4050	4200	4350	3750	3900	47040
16027 POOL INSPECTION	0	0	1306	0	0	0	0	683	1989	0	0	0	3978
18457 PLUMBING REPAIR	225	1000	0	0	0	4300	3300	3050	0	6325	2300	725	21225
18501 EXPENSES TO BE REIMBURSED	0	0	0	0	0	0	0	0	0	-141	0	0	-141
18524 MATERIAL SUPPLIES	0	887	266	0	0	0	100	405	187	121	239	276	2481
18526 PEST CONTROL	365	1865	815	65	65	1865	215	150	215	450	625	375	7070
18531 JANITORIAL SERVICE	2490	2490	2490	2490	2490	2615	2490	2490	2490	2490	2490	2490	30005
18532 JANITORIAL SUPPLIES	0	0	792	213	159	0	0	0	529	1071	618	0	3381
18534 FIRE EXTINGUISHER SERVICE	0	0	0	0	0	175	0	116	0	0	0	0	291
18544 LIGHT REPAIRS	490	207	1443	2181	0	0	676	130	461	0	572	130	6290
18579 PATROL SERVICE	732	672	684	720	720	732	808	669	758	707	745	758	8704
18736 GUTTER & DOWNSPOUT CLEANING	0	0	0	0	0	58800	570	1370	1520	380	0	0	62640
18767 REPAIR & MAINTENANCE	4365	4948	3449	4355	4755	5302	6472	8176	2520	4470	5349	3672	57833
18771 BACKFLOW DEVICE TEST	9477	1009	0	0	0	0	0	0	81	0	0	0	10567
18905 KITCHEN SUPPLIES	275	0	175	153	0	146	20	162	157	215	30	313	1646
18986 FITNESS CONTRACT	561	115	0	0	0	266	0	125	115	166	0	0	1348
TOTAL COMMON AREA	22820	16868	15244	14002	11714	78251	18701	21576	15221	20605	16717	12639	264357
MANAGEMENT/ON-SITE ADMIN EXP													
18001 COMMUNITY WEBSITE	2275	150	150	150	150	1230	150	299	150	150	150	200	5204
18003 COMMUNITY EVENTS/PROGRAMS	0	0	0	-500	0	0	0	0	215	0	0	-30	-315

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

FirstService Residential CA
15241 Laguna Canyon Road
Irvine CA 92618

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	TOTAL
19109 CONTRACT MANAGEMENT	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	7800	93600
19101 CPA SERVICES	0	0	0	0	0	0	0	2170	0	0	0	0	2170
19104 FEDERAL TAX EXPENSE	-175800	0	41760	0	-41760	0	0	0	110314	-110314	0	306	-175494
19105 FRANCHISE TAX BOARD	-47734	0	10850	0	-10850	0	0	0	300	-300	0	0	-47734
19106 TAXES & LICENSES	0	0	0	0	0	0	0	-1260	0	0	0	0	-1260
19108 GENERAL COUNSEL SERVICE	6298	1850	0	1185	2050	2281	0	1751	62	0	10931	1364	27771
19111 MANAGEMENT REIMBURSABLE	3610	3610	4510	3610	740	6953	3500	3500	3500	3500	3500	3500	44028
19112 POSTAGE, ON-SITE	0	222	0	0	0	0	0	222	0	0	0	222	665
19117 DUES & PUBLICATIONS	0	0	0	0	0	135	0	490	0	0	105	0	730
19119 BANK FEES	35	35	35	35	35	47	47	11	35	35	35	35	420
19124 ON-SITE STAFF	14382	24502	14348	14182	14380	21813	14483	14514	15200	7529	22680	15066	193077
17209 PAYROLL PROCESSING FEES	520	520	520	520	520	520	520	520	0	0	0	0	4160
19126 DELINQUENCY MONITORING	-546	-2285	-3519	-869	-1562	-2714	-1408	-1817	-710	-563	-1556	-3210	-20760
19132 OPERATING CONTINGENCY	0	1578	0	10531	0	0	0	1522	1603	0	0	0	15234
19143 LEGAL-COLLECTIONS	0	0	0	0	0	0	0	0	-511	0	0	0	-511
19172 ACCOUNTING REIMBURSABLES	363	446	363	329	0	1236	1280	583	613	520	542	619	6894
19174 AMS COLLECTION EXPENSE	1564	345	1455	119	2193	2504	-632	-290	-641	760	-418	-389	6567
19178 PROPERTY TAX	0	-142	0	0	0	2713	0	0	0	0	0	150	2721
19247 PAYROLL TAXES & BENEFITS	7604	11470	8180	8071	8129	12214	8786	8690	8738	4283	13137	8698	107999
19295 ON-SITE OFFICE SUPPLIES	0	765	111	0	104	390	0	534	82	0	722	51	2760
19382 COPIER LEASE	593	61	1079	700	492	1147	1169	-938	331	670	657	743	6705
TOTAL MANAGEMENT/ON-SITE ADM	-179038	50926	87642	45863	-17580	58269	35694	38299	147080	-85932	58284	35123	274630
INSURANCE													
19107 INSURANCE	12798	19645	237403	59883	59883	59883	59883	59883	59883	59883	59883	0	748909
DC1930 FLOOD INSURANCE	29105	29105	29105	29105	12856	30129	30371	7100	-64	0	-60500	0	136312
TOTAL INSURANCE	41903	48750	266508	88988	72738	90012	90254	66983	59819	59883	-617	0	885220
TOTAL OPERATING EXPENSES	-57092	179696	433179	212746	129638	293415	207626	223063	304837	73526	162162	136902	2299698
NET INCOME/(LOSS)	18025	-114691	-54753	-55015	245644	135408	19017	-61486	-63833	146216	100465	54678	369676

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Nepenthe Association

Enforcement Policy and Schedule of Fines

[Adopted _____, 2025]

1. Introduction

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. Reporting and Investigation of Alleged Violations

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

Upon receipt of such notice, the Board or a designated committee will investigate the alleged violation within a reasonable time. If the Board or committee determines that a violation has likely occurred, the Association will proceed with the enforcement process as outlined below, consistent with Civil Code sections 5850 *et seq.* and the requirements of Assembly Bill 130 (effective July 1, 2025).

B. Pre-Disciplinary Action Procedure

Before imposing any disciplinary action, including monetary penalties (fines) or suspension of membership rights, the Association will take the following steps:

1. **Courtesy Notification Letter.** The Association will mail a letter to the Owner describing the alleged violation and requesting corrective action within a reasonable period. This letter may be referred to as a "courtesy notification letter" or "notice of violation."
2. **Follow-Up Action if Violation Persists.** If the Owner does not correct the violation, the Board may, at its discretion, send one or more of the following:
 - a. A second courtesy notification letter / notice of violation.
 - b. A Notice of Board Hearing.

- c. A Request for Resolution (for alternative dispute resolution).
- d. A combined Notice of Board Hearing and Request for Resolution.

The Board is not required to send a courtesy notification letter before issuing a Notice of Board Hearing or Request for Resolution.

3. Notice of Board Hearing. The Notice of Board Hearing (or combined notice) must:

- a. State the date, time, and place of the hearing; and
- b. Include a brief description of the action or inaction alleged to violate the Governing Documents; and
- c. Cite the specific provision(s) allegedly violated; and
- d. Inform the Owner of the right to attend and speak at the hearing.

The Association must send the notice by U.S. Mail at least ten (10) days before the hearing.

4. Conduct of Hearing and Decision. If the Owner fails to attend the hearing, the Board must still consider any evidence obtained during its investigation. Within fourteen (14) days after the hearing, the Association must mail written notice of its decision to the Owner.

C. Disciplinary Actions Requiring a Hearing

The following disciplinary actions may be imposed only after notice and a hearing, as described above:

- 1. Imposition of monetary penalties (fines), subject to the limitations in Civil Code section 5850, including the \$100 cap unless the Board makes a written finding at an open meeting that the violation presents a health or safety risk.
- 2. Suspension of the right to use recreational common facilities.
- 3. Levy of Special Individual Assessments for enforcement-related costs, including attorneys' fees, pursuant to the CC&Rs (Article VIII, Section 8.4 and Article XVI, Sections 16.6 and 16.9).
- 4. Initiation of legal action (excluding emergency relief).

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.

- 1. Perform the maintenance or repairs.
- 2. Charge the Owner for the maintenance or repair costs.

3. Deliver to the Owner a "Notice of Board Hearing" or a combined "Request for Resolution/Notice of Board Hearing."
4. After a Board hearing, impose fines and/or other discipline.

3. Schedule of Fines

A. Notice and Hearing Requirements. Before any fine or disciplinary action is imposed, the Owner shall be provided notice and an opportunity to be heard by the Board, consistent with Civil Code section 5855. This includes:

1. Written notice of the alleged violation at least ten (10) days prior to the hearing; and
2. A hearing before the Board (or a duly appointed committee) in executive session, unless the Owner requests otherwise; and
3. An opportunity for the Owner to be heard, either in writing or in person; and
4. Written notice of the Board's decision within fourteen (14) days after the hearing; and
5. The right to request internal dispute resolution (IDR) if the Owner disagrees with the Board's decision.

B. Schedule of Fines

1. Architectural Violations

- a. First offense: up to \$100.
- b. A fine greater than \$100, not to exceed \$500, may be imposed only if the Board makes a written finding in an open meeting that the violation presents a health or safety risk to the common area or another member's separate interest, and provides that finding to the Owner before the hearing.

2. General Violations (including CC&Rs, Rules, and Maintenance Standards)

The escalating fine structure below applies only where the same or similar violation occurs again within twelve (12) months and constitutes a new and distinct act or omission, as described in Section 3.

- a. First offense: up to \$100.
- b. Second offense: up to \$100; or up to \$750 if the Board makes a written finding in an open meeting that the violation presents a health or safety risk to the common area or another member's separate interest and provides that finding to the Owner before the hearing.
- c. Third or subsequent offense: up to \$100; or up to \$1,000 if the Board makes a written finding in an open meeting that the violation presents a health or safety risk to the common area or another member's separate interest and provides that finding to the Owner before the hearing.

3. Continuing or Recurring Violations

- a. A fine may not be imposed more than once for the same continuing violation unless a new and distinct act or omission has occurred.

- b. Repeated violations of the same type on different dates (such as separate noise or unauthorized parking incidents) may be treated as separate violations.

C. Health or Safety Violations; Required Board Finding. In accordance with Civil Code section 5850, as amended by AB 130, a fine greater than \$100 may be imposed only if:

1. The Board makes a written finding, in open session, that the violation presents an adverse impact on health or safety to the common area or another member's separate interest; and
2. The written finding is provided to the Owner prior to the disciplinary hearing.

D. Opportunity to Cure. In accordance with Civil Code section 5855(c), the Board shall not impose a fine or other disciplinary action in either of the following circumstances:

1. The Owner cures the violation before the scheduled disciplinary hearing; or
2. The violation cannot reasonably be cured before the hearing, and the Owner provides the Association with satisfactory written documentation of a good faith financial commitment to cure the violation within a reasonable time. Examples of such documentation may include a signed contract with a contractor, scheduled delivery or installation dates, payment receipts, or other reasonable evidence of timely corrective action to cure the violation.

E. Enforcement Discretion. The Board reserves the discretion to determine the severity of each violation and whether a fine is appropriate. In appropriate cases, the Board may issue a warning or adopt a corrective resolution in lieu of monetary penalties.

F. Failure to Pay Fines. Failure to pay a duly imposed fine may result in further compliance actions, including referral to legal counsel or a collection agency. The Association may pursue a civil action to recover the unpaid amount. If the Association obtains a court judgment, the judgment will accrue interest at the legal rate (currently 10% per year). A court judgment may be recorded with the County Recorder; however, fines may not be collected through lien or foreclosure procedures pursuant to Civil Code section 5725(b).