

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

January 10, 2018, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

WELCOME

Thank you for attending. This is a business meeting, open to members of the Nepenthe Association and guests of the Board. The primary purpose of the meeting is to ensure that the Association is meeting its responsibility to maintain the property and to serve homeowners.

Two three-ring binders with supporting documentation for agenda items are available in the room for homeowner use. Please share them. The packets are always available in the office at least four days prior to Board meetings.

Please silence all electronic devices. These proceedings may be recorded to assist with the preparation of minutes. The Board appreciates your cooperation.

OPEN SESSION AGENDA

I. CALL TO ORDER

Present	Arrival	Board Member	Positon	Departure
		Steve Huffman	President	
		Frank Loge	Vice President	
		Linda Cook	Secretary	
		Christina George	Treasurer	
		Craig Price	Member at Large	

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on December 27, 2017 and January 10, 2018 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.
- b. **Board Announcements**
 - i. As the Board moves through the agenda, members may comment or ask questions about any agenda item during the two homeowner forums. Please address all comments or questions to the chair. The Board will be unable to accept comments or questions from the floor during its deliberations.

III. COMMITTEE REPORTS

- a. Ad Hoc Committee on Underground Utilities **no report**
- b. Architectural Review Committee **Pages 5-8**
- c. Finance Committee (no meeting)
- d. Grounds Committee..... **Page 9**
- e. Insurance, Legal and Safety Committee..... **Pages 10**

IV. MANAGEMENT REPORT Pages 11-17

V. HOMEOWNER FORUM

In accordance with California Civil Code Section 4920(a), the Association must post or distribute the agenda for Regular Session Meetings no fewer than four (4) days prior to a Regular Session Meeting. During Homeowner Forum, items not included on the agenda that are raised by homeowners may be

briefly responded to by the Board and/or Management; however, no action may occur with respect to that item unless it is deemed an emergency by the Board of Directors and developed after the agenda was posted and/or distributed. The Board of Directors may refer informational matters and direct administrative tasks to Management and/or contractors. Each homeowner will be given three (3) to five (5) minutes to speak in accordance with the Open Meeting Act, California Civil Code 4925(b), or a total of twenty (20) minutes will be granted for all to address the Board of Directors regarding items of interest or concern.

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

Proposed Resolution: The Board approves Consent Calendar items A to E as presented.

<i>Begin Consent Calendar</i>

- a. **Approval of Minutes December 6 and December 27, 2017 Open Session Minutes** **Pages 18-23**
Proposed Resolution: The Open Session minutes dated December 6 and December 27, 2017 are approved as presented.

- b. **Financial Statement: November 2017**..... **Pages 24-35**
Proposed Resolution: The Board accepts the November 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$235,437 and reserve funding of \$1,914,597 compared to the reserve funding budget of \$1,870,462 The reserves are funded through November 2017. The Association has \$529,010 in operating funds, which represents 1.93 months of budgeted expenses and reserve contributions. The Association has \$6,677,137 in reserve funds.

- c. **Appoint Nominating Committee**
Proposed resolution: Pursuant to Bylaws Article IV, Section 4.6(a), the Board hereby appoints Liza Tafoya, Will Vizzard and Steve Huffman as Chair to serve as this year’s Nominating Committee.

- d. **Appoint members to Outreach Committee**
Homeowners Charles Schaffer, Valerie Weinberg, Karen Van Maren and Bonnie Jean Ueltzen have submitted applications to serve on the Outreach Committee. They have also agreed to abide by the Nepenthe Conflict of Interest Policy.
Proposed Resolution: The Board hereby appoints Charles Schaffer, Valerie Weinberg, Karen Van Maren and Bonnie Jean Ueltzen, members in good standing to Outreach Committee.

- e. **Confirm revised language of Nepenthe Parking Guidelines** **Page 36**
In October, the Association published a set of parking guidelines to the membership to serve as a handy reference piece. It was pointed out to the Board that it contained an erroneous statement. Under the heading PUBLIC STREET RESIDENTS was the sentence “No overnight parking is allowed.” The guidelines have since been corrected and to read “Overnight parking is discouraged.”
Proposed Resolution: The Board confirms the language change to the Nepenthe Parking Guidelines.

- f. **Ratify decision to provide legal briefing on Board responsibilities to potential Board candidates.**

Proposed Resolution: The Board hereby resolves that a legal briefing on Board responsibilities will be given potential candidates before the annual nominating meeting.

g. **Lien Resolution.....Page 37**

Per the enclosed Resolution dated December 18, 2017, Management is requesting authorization to place liens on the following account should the delinquent assessments not be paid within the time period established in the Intent-to-Lien letter.

Account Number	Past Due Amount
2310-01	\$938.00

h. **Architectural Applications**

The Architectural Review Committee met on December 14, 2017 to review the applications listed below. The applications are in a binder on the directors' table.

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

	Address	Application for	Recommendation
1	1423 Commons Dr.	Handrail	Approval
2	718 Elmhurst Cir.	Window Replacement	Approval
3	1333 Commons Dr.	Security Camera	Approval
4	10 Colby Ct.	Window Replacements	Approval
5	312 Elmhurst Cir.	Free standing handrail at driveway	Approval
6	711 Dunbarton Cir.	Inner fence for patio fronting Howe Ave.	Approval
7	1015 Dunbarton Cir.	Emergency HVAC replacement	Approval

End Consent Calendar

VII. UNFINISHED BUSINESS

a. **2018 Board Goals.....Page 38**

This subject was tabled over the holidays. The enclosed list was submitted by Board members for review and discussion.

Action Required: Discussion and possible resolution

b. **Parking Update**

- i. Report on meeting with City of Sacramento by Director Loge.....Page 39-40
- ii. Report on enforcement process to date by General Manager Pages 41-45
- iii. Confirm appointment of subcommittee of Board members

Proposed resolution: The Board of Directors confirms the appointment of Directors Loge, George and Cook to serve as a hearing committee regarding compliance issues surrounding garage use as mandated in the CC&Rs.

c. **Set Event Calendar for 2018**

A year-at-a-glance calendar will be at the clubhouse for the purpose of recording the dates of any special events to be held throughout the year by the Association. Directors and Committee Chairs are encouraged to bring their calendars to the meeting to formalize event dates.

VIII. NEW BUSINESS

a. **Report from Construction Management Company CM2 on Condition of Roofs**

..... **Pages 46-48**

CM2 was retained by the Board to inspect the roofs, prepare report and scope of work for necessary repairs, and oversee the bidding process and subsequent work.

Action required: No action- report only

b. **Appoint Committee to Re-write Landscape Contract and Prepare Request for Proposal for Bidding Process**

This year the monthly landscape contract will be going to bid. A subcommittee of the Board will be appointed to oversee the process with input from Grounds Committee and Finance Committee.

Action required: Board resolution

Proposed resolution: The Board appoints Frank Loge and Christina George as liaisons to Grounds and Finance Committees respectively, to work with Management on the preparation of the landscape contract.

IX. HOMEOWNER FORUM

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X. NEXT MEETING: Wednesday, February 7, 2018 at 5:30 pm in the Nepenthe Clubhouse

XI. ADJOURN

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, December 12, 2014 at 5:30 pm in Clubhouse

Members present: Bill Henle, acting chair; Alan Watters, Joel Weeden, Diane Vanderpot.

Members absent: Jenny Smith, chair; Cheryll Cochrane, Jan Summers.

Present: Bettsi Ledesma, Gen. Manager; Sarah Lowrey, Assistant Community Manager; Shelby Drayton.

Meeting was convened at 5:31 pm.

A. Welcome and Opening Remarks. The committee met the new Assistant Community Manager, Sarah Lowrey.

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

B.2. Homeowner Requests Recommended to be Approved. (With conditions if so noted.) (Note that the votes were all unanimous.)

1. **1423 Commons Drive** – William Haldemann – In this 2300 model, the installation of a handrail, to run along the south side of the front sidewalk for about 15 feet, from the border with the sidewalk on Commons Drive to near the house. Owner has asked to duplicate the front sidewalk handrail installed at the neighboring 1425 Commons Drive constructed in 2014. However, that sidewalk is 48 inches wide and the Haldemann's sidewalk is only 36 inches wide. Were the posts of this handrail to be installed on top of the existing sidewalk, at the edge, as is proposed, the sidewalk would not meet the ADA requirement of the sidewalk being an unobstructed 36 inches wide. Moreover, Nepenthe's Criteria call for handrailings to have posts resting in concrete footings adjacent to the existing sidewalk. **Approval Recommended with Conditions: That the handrailing follow Nepenthe's Criteria in having concrete footings constructed to hold the posts.**
2. **718 Elmhurst Circle** – Bill White – Windows replacement in this 5500 model: Replace via retrofit installation one window – the living room window with a Simonton 7300 Daylight Max vinyl-framed window. The exterior color of the frames will be bronze. The contractor is to be C.E.C.S. with Gary Lee. The configuration will not change. **Approval Recommended.**
3. **1333 Commons Drive** – Marjorie Knauer – In this 2300 model, the installation of a security camera is requested. The location of the sole security camera is to be high in the beams or rafters over the entrance patio area. Some of the area of view of the camera would be of the interior of the fenced-in patio, and then the rest outside of the fence would be of public space, i.e., some of the common

area green and of Commons Drive. Therefore, no resident's private space would be intruded upon. Approved as submitted. **Approval Recommended.**

4. **10 Colby Court** – Randy Ricci – Windows replacement in this 1100 model: 4 windows and 2 patio sliding doors are to be replaced via a retrofit installation (for the windows) using Milgard Style Line Series slim-profile windows with exterior frame color to be the darker Milgard Premium Bronze and Milgard patio doors. The contractor will be Mark Martinelli, of Martinelli Home Improvement and Supply. The 6-foot bedroom window facing the street will maintain the original 1/3 - 2/3 configuration (with Martinelli Home Improvement and Supply meeting the egress window minimum net clear opening width of at least 20 inches as specified in CA Residential Code R310.2.1.) **Approval Recommended with Conditions: that the homeowner adhere to the modifications spelled out in Joel Weeden's email of Tues, Dec. 12, 2017 to Randy Ricci** (a copy of which has been attached to the application).
5. **312 Elmhurst Circle** – Jean Hunt – In this 2200 model, handrail installation along the edge of the driveway. The driveway in this home is quite short (about 36" deep) and steep, and a handrail anchored in concrete footings adjacent to the eastern edge (closer to the roundabout) of the driveway would assist the homeowner. Other homes with the same driveway configuration have recently addressed this problem with installation of a special "U" shaped handrail, which is simply a loop of the steel tubing. The committee recommends that this handrail be constructed identical to that constructed at 710 Elmhurst from April, 2017. If and when this home resells, the Committee is concerned about the visual impact from the possibly unused handrail remaining. It would recommend that it be stipulated *that the handrail be removed at resale* unless the new buyers wish to utilize it. **Approval Recommended.**
6. **711 Dunbarton Circle** – Elizabeth Tafoya – Concerning this 2300 model, Management explained to the ARC that some years ago this homeowner was given permission via a suggestion from the Board to construct an interior wooden fence just inside and within the perimeter of the original brick fence, which is only about four feet high. Until now the ARC had not known of this history or permission for this installation. The ARC notes that this 2300 home is a unique case: it is one of only two Nepenthe homes whose front entrance patio faces the raised bank of Howe Avenue. Hence, privacy was compromised by having the three walls of windows surrounding the entrance patio exposed to view from the busy street above. Because this application has been submitted as if this improvement were not yet build, the ARC approved the application. **Approval Recommended.**

B.2.A. Homeowner Requests Already Approved:

7. **1015 Dunbarton Circle** – Shelby Drayton – HVAC replacement in this 5500 model: installed a new HVAC system with approval given on an emergency basis. A 4-ton, 16 SEER Day and Night gas furnace and air conditioner will be installed with the outdoor compressor to remain in the same location. New refrigerant line set piping will be installed inside the wall. The application approval was modified to make it conditional on homeowner or contractor coordinating with Nepenthe management to get the HOA's siding contractor to remove and re-install the sheet of siding. **Emergency Approval granted December 7, 2017. Approval Recommended with Conditions: that installation be coordinated with Nepenthe management for the siding removal and re-installation.**

B.3. Homeowner Requests Not Approved:

8. **2320 Swarthmore Drive** – Teri DeGross – In this 2300 model, installation of a gas line extension to fuel a new gas insert in the fireplace in the living room. The route of the extension to the gas line proposed by the contractor would run up and down the outside walls and be attached to the beam over the patio area. Such a plan is generally counter to our Criteria. The ARC believes it would be much simpler to install the gas line extension underground in a straight run from the location of the gas meter parallel to the fence, along to the fireplace area where it could enter on the side bricks of the chimney. One ARC member will contact Ms. DeGross to assist. **Approval is not recommended.**

C. Approval of Minutes: done via email.

D. Reviewed Non-Compliance Notices from Homeowners: none.

F. Old Business: all items below were tabled until January.

2018 Project Suggestions

- 1) Criteria for Fence Extensions for those homes facing a busy street
- 2) Automatic approval for routine applications
- 3) Frontier Door Colors – Updated Criteria
- 4) Door Bell Security Camera Criteria

ARC Projects/ Goals 2017

Estoppel Process – tabled until January. Bettsi will forward email from atty.

ARC social's date and time, likewise tabled until next meeting.

G. New Business:

2018 A.R.C. meetings will continue to be held on the second Tuesday of each month at 5:30 pm. The dates are as follows: Jan.9, Feb. 13, Mar. 13, Apr. 10, May 8, June 12, July 10, Aug. 14, Sept. 11, Oct. 9, Nov. 13, Dec. 11.

H. Meeting adjourned at 6:35 pm.

I. Next meeting. Next regular meeting on Tuesday, January 9, 2018, at 5:30 pm in the Clubhouse.

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

Nepenthe Grounds Committee Meeting Minutes

December 14, 2017 - 3:00PM - Clubhouse

Present: Pam Livingston, Committee Chair; General Manager, Bettsi Ledesma; Sarah Lowery, ACM; Board Liaison, Frank Loge; GP Landscape, Pete Gerould; Zone 3 - Lyn Livingston; Mike Herder and Liza Tafoya; Zone 4 - Kay Chmielewski and Don Landsittel; Zone 5 - Pam Sechrist; Zone 6 - Diana Vizzard and Kathy Waugh; Zone 7 - Renee Mendez;

Absent: Zone 1 - Diane Luttrell and Grace Long; Zone 2 - Elsa Morrison and Diana Mortimore; Marty Henderson

The meeting was called to order by committee chair, Pam Livingston at 3:03 pm. Chair provided the 2018 Zone Walk schedule to the committee and an updated committee roster.

Don Landsittel - Grounds Statement of Work Committee has turned in their report.

Marty Henderson - Irrigation Report - Marty has turned in to the City the invoice from GP Landscaping for the parts portion of the irrigation project, phase 3. He has requested reimbursement of \$50,000 for the project. Post inspection for phase 3 has been scheduled for December 18th. We have 2 more small zones to complete and Marty has requested City reimbursement for this project.

Pete Gerould - GP Onsite Manager - The crew is spending most of their time on leaf removal and emergency water issues. The planting crew is working on Zone 1. With no rain in the forecast it is necessary to turn on the water.

Bettsi Ledesma, General Manager - Pete, Pam and Bettsi are meeting every Tuesday morning to discuss grounds issues. Bettsi sent her Manager's Report - Grounds Committee - 11/9/17

REQUEST FOR BOARD ACTION - Annual Tree Health Proposal

The Grounds Committee recommends to the Nepenthe Board of Directors the remedies recommended in the Annual Tree Health Proposal by Paul Dubois, Arborist with The Grove Total Tree Care. Motion - made by Renee and seconded by Don Motion - Passed unanimously.

The meeting was adjourned at 4 pm

Next Zone Walk - Friday, December 15, 2017 - Zone 6 at 9:00 am

Next Grounds Meeting - Thursday, February 8, 2018 at 3:00 pm - Main Clubhouse

MINUTES

ILSC

December 12, 2017 5:00 PM
Nepenthe Library

IN ATTENDANCE

Nancy Arndorfer, Chair
Greg Beale
Bill Olmsted
Jerry Dunn

ABSENT:

Steve Huffman
Mike Cochrane

Nancy called the meeting to order at 5:03 PM, and the November minutes were accepted as written. Bettsi came in and introduced her new assistant, Sarah Lowrey.

OLD BUSINESS:

As good as Farmers and Ryan DeShong have been, Jerry said that he always advised his clients to get new bids at least every three years that it is just a good business practice. We discussed the need to set standards for bidders to follow so that we get the HOA's insurance needs addressed properly and appropriately. Jerry said that he would draw up a template for bidders to follow, and we agreed to recommend that the Board do it.

All agreed after discussion that we will set April 28th as the date for a public safety forum to bring in the appropriate professionals from the police, fire, flood and other appropriate agencies as presenters. Bill exhibited the agenda and the flyer that we used for a similar event on March 19, 2016 that helped the discussion. This also will be presented for Board approval.

NEW BUSINESS:

Nancy said that we need to have any appropriate ILSC agenda items on a calendar for the HOA office, and she said that she will handle that for the first quarter of 2018.

RECOMMENDED BOARD ACTIONS:

That the Board approve the recommended safety forum on April 28th and put the annual insurance renewal out to bid later in the spring at the correct time as per Jerry's template.

The meeting was adjourned at 5:52 PM

The next Board meeting will be on Jan. 10th and ILSC meeting on Jan.. 9th.

Submitted by Wm Olmsted



Nepenthe Association

Management Report – January 10, 2018

1 COMMUNICATION

1.1 THE NEPENTHE NEWS WAS LAST PUBLISHED ON DECEMBER 8, 2017. THE NEXT NEWSLETTER WILL BE PUBLISHED ON JANUARY 12, 2018. TOPICS TO BE COVERED ARE:

- Manager's Report
- President's Letter
- Roof cleaning reminders
- Call for Candidates
- Grounds Report
- Parking update

1.2 WEBSITE:

- Calendar is up to date and complete.
- Announcements scroll received newest update on 1/4/18.

2 ADMINISTRATION

2.1.1 Flood Insurance renewal has been completed. Management will be billing the Flood Insurance Exchange \$225 surcharge to non-resident owners due by April 1, 2018. Due to an oversight, the non-resident owners were not billed in 2016 and 2017. This mistake is being addressed by FirstService- all non-resident owners will be billed, but will also be offered payment options if needed.

2.1.2 The 2018 Master Calendar has been updated. Management will distribute copies to all directors and committee members. This calendar is an administrative tool for ensuring that particular deadlines are not missed.

3 FACILITIES

3.1 **Phase III Siding and Painting** Project is slightly behind schedule. It is approximately 9/10 completed. The anticipated completion date is March 2018.

3.2 **Fencing Repairs**- a fencing project will commence at the completion of the siding and painting project. This project encompasses fences identified in the last 4 months or so and collected into a single project to realize economy of scale.

3.3 ROOF INSPECTIONS CM2 HAS COMPLETED THE INSPECTIONS AND IS READY TO PRESENT REPORT.

3.4 Janitorial Service

3.4.1 All regular scheduled cleanings which include cleaning the clubhouse, the Dunbarton cabana restrooms and the Elmhurst cabana service restroom were five days per week.

4 GROUNDS

4.1 GROUND WALKS:

See enclosed Zone Walk Schedule showing the cost of improvements for each walk this year.

4.1.1 Management, Grounds Chair and GP Project Manager meet once a week to provide oversight to calendar contract work, homeowner concerns, irrigation upgrades and to monitor ongoing projects.

4.1.2 All Zone Stewards walked their area regularly during the month of December and reported any maintenance issues to management.

4.1.3 The walk notes showing photographs of all extra work are filed in a binder in the library. Board members and homeowners interested in reviewing the walk notes are always welcome to do so.

4.2 TREE MAINTENANCE:

4.2.1 The Grounds Committee reviewed a total tree care health package proposal that will include treatments against insects, anti-fruitlet measures and deep root watering for particularly vulnerable redwood trees. Their December minutes reflect a recommendation for approval for this project.

5 FINANCIAL

5.1.1 The November Financials were published on December 17, 2017. There is a current positive variance of \$202,276 which is earmarked for December's Flood Insurance bill.

6 GOVERNANCE

6.1 COURTESY PATROL:

6.1.1 Since the last Board meeting, there were a total of 42 violation notices placed on vehicles in the community by the security patrol. 1 vehicle towed during this time. Reports are reviewed by management daily, recapping the rounds and interactions of the officers on duty.

6.2 PARKING NON-COMPLIANCE:

6.2.1 Management continues to work with homeowners on non-compliance centering on garage use.

This topic is dealt with more in depth in a special report under Unfinished Business.

6.3 NON-COMPLIANCE NOTICES

6.3.1 Notices have been sent to owners and tenants for the following violations:

- Common Area Encroachment
- Patio landscape overgrown
- Pets not on leash
- Trash cans not put away
- Failure to park in garage

2017 Zone Walks

Walk Date	Zone	Zone Steward(s)	Also attending	Cost
Friday, January 06, 2017	7	Renee Mendez		cancelled-weather
Friday, January 13, 2017	1	Diane Luttrell, Grace Long	Pam Livingston, George Procida, Bettsi Ledesma	\$2,659.50
Friday, January 20, 2017	2	Elsa Morrison, Diana Vizzard		\$377.50
Friday, January 27, 2017	3	Liza Tafoya, Lyn Livingston		cancelled-weather
Friday, February 03, 2017	4	Don Landsittel		cancelled-weather
Friday, February 10, 2017	5	Pam Sechrist	Pam Livingston, George Procida, Bettsi Ledesma	\$3,798.30
Friday, February 17, 2017	6	Kathy Waugh, Diana Mortimore		cancelled-weather
Friday, February 24, 2017	7	Renee Mendez	Linda Cook, Pete Gerould	\$2,685.00
Friday, March 03, 2017	1	Diane Luttrell, Grace Long	Linda Cook, Bettsi Ledesma, Pam Livingston, George Procida	\$5,461.50
Friday, March 10, 2017	2	Diana Vizzard	George Procida	\$12,873.50
Friday, March 17, 2017	3	Lyn Livingston	Linda Cook, Bettsi Ledesma, Pam Livingston, George Procida	\$13,449.40
Friday, March 24, 2017	4	Don Landsittel, Kay Chmielewski	Pam Livingston, George Procida	\$8,159.80
Friday, March 31, 2017	5	Pam Sechrist, Pam Livingston	George Procida	\$14,083.55
Friday, April 07, 2017	6	Diana Mortimore	Pam Livingston, Bettsi Ledesma, George Procida	\$9,192.00
Friday, April 14, 2017	7	Renee Mendez	George Procida	\$10,910.00
Friday, April 21, 2017	1	Diane Luttrell, Grace Long	Pam Livingston, Bettsi Ledesma, George Procida	\$8,395.00

2017 Zone Walks

Friday, April 28, 2017	2	Elsa Morrison, Diana Vizzard	Pam Livingston, Bettsi Ledesma, George Procida, Pete Gerould	\$7,107.00
Friday, May 05, 2017	3	Liza Tafoya, Lyn Livingston	Linda Cook, Bettsi Ledesma, Pam Livingston, George Procida, Pete Gerould	\$13,138.85
Friday, May 12, 2017	4	Don Landsittel, Kay Chmielewski	Linda Cook, Bettsi Ledesma, Pam Livingston, George Procida, Pete Gerould	\$8,426.50
Friday, May 19, 2017	5	Pam Sechrist, Pam Livingston	Linda Cook, George Procida, Pete Gerould	\$13,911.00
Friday, May 26, 2017	6	Diana Mortimore	Pam Livingston, Bettsi Ledesma, George Procida	\$10,019.60
Friday, June 02, 2017	7	Renee Mendez	Pete Gerould	\$0.00
Friday, June 09, 2017	1	Diane Luttrell, Grace Long	Pam Livingston, George Procida	\$0.00
Friday, June 16, 2017	2	Elsa Morrison, Diana Vizzard	Pete Gerould	\$0.00
Friday, June 23, 2017	3	Liza Tafoya, Lyn Livingston, Ken Gromacki	Pam Livingston, George Procida	\$625.00
Friday, June 30, 2017	4	Don Landsittel, Kay Chmielewski	Pete Gerould	\$89.95
Friday, July 07, 2017	5	Pam Sechrist	Pam Livingston, Pete Gerould	\$0.00
Friday, July 14, 2017	6	Kathy Waugh, Diana Mortimore	Pam Livingston, Pete Gerould	\$227.50
Friday, July 21, 2017	7	Renee Mendez	Pete Gerould	\$1,021.00
Friday, July 28, 2017	1	Diane Luttrell, Grace Long	Pam Livingston, Pete Gerould	\$745.00
Friday, August 04, 2017	2	Elsa Morrison, Diana Vizzard	Pam Livingston, Bettsi Ledesma, George Procida	\$2,358.00
Friday, August 11, 2017	3	Liza Tafoya, Lyn Livingston, Ken Gromacki	Pam Livingston, Bettsi Ledesma, George Procida, Pete Gerould	\$625.00

2017 Zone Walks

Friday, August 18, 2017	4	Don Landsittel, Kay Chmielewski	Pam Livingston, Bettsi Ledesma, George Procida, Pete Gerould	\$4,863.00
Friday, August 25, 2017	5	Pam Sechrist, Pam Livingston	Bettsi Ledesma, George Procida, Pete Gerould	\$11,805.00
Friday, September 01, 2017	6	Kathy Waugh, Diana Mortimore	Pam Livingston, Bettsi Ledesma, George Procida, Pete Gerould	\$13,543.00
Friday, September 08, 2017	7	Renee Mendez	Bettsi Ledesma, Pete Gerould	\$1,021.00
Friday, September 15, 2017	1	Diane Luttrell, Grace Long	Pete Gerould	\$2,142.00
Friday, September 22, 2017	2	Elsa Morrison, Diana Vizzard	Pam Livingston, Pete Gerould	\$4,492.00
Friday, September 29, 2017	3	Liza Tafoya, Lyn Livingston, Ken Gromacki	Pam Livingston, Pete Gerould	\$6,662.50
Friday, October 06, 2017	4	Don Landsittel, Kay Chmielewski	Pam Livingston, Pete Gerould	\$6,011.00
Friday, October 13, 2017	5	Pam Sechrist	Pam Livingston, Pete Gerould	\$4,859.00
Friday, October 20, 2017	6	Kathy Waugh, Diana Vizzard	Pam Livingston, Pete Gerould	\$8,707.50
Friday, October 27, 2017	7	Renee Mendez	Bettsi Ledesma, Pete Gerould	\$3,229.50
Friday, November 03, 2017	1	Diane Luttrell, Grace Long	Pam Livingston, Bettsi Ledesma, Pete Gerould	\$14,684.00
Friday, November 10, 2017	2	Elsa Morrison	Pam Livingston, Pete Gerould	\$6,265.50
Friday, November 17, 2017	3	Liza Tafoya, Lyn Livingston	Pam Livingston, Bettsi Ledesma, Pete Gerould	\$5,942.35
Friday, November 24, 2017	X	No Walk		
Friday, December 01, 2017	4	Don Landsittel, Kay Chmielewski	Pam Livingston, Pete Gerould	\$5,142.50

2017 Zone Walks

Friday, December 08, 2017	5	Pam Sechrist		
Friday, December 15, 2017	6	Kathy Waugh, Diana Vizzard		
Friday, December 22, 2017	X	No Walk		
Friday, December 29, 2017	X	No Walk		

Total 2017 Zone Walk Expenditure: \$249,709.30

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
December 6, 2017, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

OPEN SESSION MINUTES

I. CALL TO ORDER 5:34 PM

Present	Board Member	Positon
X	Steve Huffman	President
X	Joan Haradon	Vice President
X	Linda Cook	Secretary
X	Christina George	Treasurer
X	Frank Loge	Member at Large

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on December 6, 2017 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.

III. COMMITTEE REPORTS

- a. Ad Hoc Committee on Underground Utilities
- b. Architectural Review Committee-Board reviewed the submitted minutes
- c. Finance Committee (no meeting)
- d. Grounds Committee. Minutes submitted in packet and verbal report by Chair Pam Livingston
- e. Insurance, Legal and Safety Committee. Board reviewed the submitted minutes

IV. MANAGEMENT REPORT General Manager Bettsi Ledesma provided verbal recap of report which was submitted in advance materials.

V. HOMEOWNER CORRESPONDENCE The Board reviewed the letters submitted by owners. No action taken, but some items were referred to management for later follow up.

VI. HOMEOWNER FORUM

A number of owners addressed the Board on items not included on the agenda; however, no action occurred with respect to those items due to requirements under the open meeting act. Some items were referred to management for later follow up.

VII. CONSENT CALENDAR

Motion by Director Loge: The Board approves Consent Calendar items A and C through E as presented.

Second: Director George

Vote: All in favor

At Director Haradon's request, the Chair removed item B from the Consent Calendar. Director Haradon had a number of questions for the manager regarding the apparent positive variance on the Income Statement. The manager explained that Flood Insurance comes due in December of every year. The necessary funds collect in the bank account until they are needed. It is not a true positive variance- the funds are earmarked which is noted every month on the Management Report. The directors asked management to explore other ways for that line item to be accounted for on the Income Statement.

Motion by Director Loge: The Board accepts the October 2017 Financial Statement as presented.

Second: Director Cook

Vote: All in favor

<i>Begin Consent Calendar</i>

a. **Approval of Minutes November 1, 2017 Open Session**

Proposed Resolution: The Open Session minutes dated November 1, 2017 are approved as presented.

b. **Financial Statement: October 2017**

Proposed Resolution: The Board accepts the October 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$202,276.31 and reserve funding of \$1,741,899 compared to the reserve funding budget of \$1,700,420 The reserves are funded through October 2017. The Association has \$506,000 in operating funds, which represents 1.81 months of budgeted expenses and reserve contributions. The Association has \$6,069,802 in reserve funds.

c. **Appoint Committee Member**

Proposed Resolution: The Board hereby appoints Mike Herder, a member in good standing to the Grounds Committee.

d. **Lien Resolution**

Per the enclosed Resolution dated November 17, 2017, Management is requesting authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the Intent-to-Lien letter.

Account Number	Past Due Amount
2315-02	\$938.00

e. **Architectural Applications**

The Architectural Review Committee met on November 14, 2017 to review the enclosed applications.

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

	<i>Address</i>	<i>Application for</i>	<i>Recommendation</i>
1	1009 Dunbarton Cir	Roof Vent for Gas Water Heater	Approval
2	1045 Commons	HVAC Replacement	Approval
3	507 Elmhurst	Window Replacement	Approval
5	1124 Vanderbilt	Window Application	Approval

End Consent Calendar

VIII. UNFINISHED BUSINESS - none

IX. NEW BUSINESS

a. Homeowner Architectural Application for Amateur Radio Antenna

The Board reviewed application submitted by owner Lee Blachowicz of 1005 Dunbarton. The Architectural Review Committee recommended approval, but as this is an improvement for which no criteria exists, the committee asked the Board to review it in some depth to make an informed decision.

Motion by Director Haradon: The Board approves the application by the owner of 1005 Dunbarton for the installation of a radio antenna with the condition that it be removed when the owner moves out and that the approval not set a precedent for future applications.

Second: Director Cook

Vote: All in favor

b. Homeowner Architectural Application for Internal Fence

The Board reviewed the application submitted by the owners of 1207 Vanderbilt, Richard and Ann Marder. The Architectural Review Committee recommended denial.

Motion by Director Cook: The Board denies the application by the owners of 1207 Vanderbilt for an interior patio fence.

Second: Director Haradon

Vote: All in favor

c. Purchase Light Globes and Fittings

The Board reviewed the quote from Edith Aiken Company for white acrylic globes and fitters for Nepenthe's landscape lights. The cost for these items is \$14,424 not including shipping which is expected to cost \$1,800. These light globes comply with the standards adopted by the Board at their September 6, 2017 Open Session.

Motion by Director Loge: The Board approves the quote from Edith Aiken Company for globes and fitters for a fee not to exceed \$17,000 payable for reserves which has an allocation of \$150,000 for lighting improvements.

Second: Director Cook

Vote: All in favor

- d. **The Board agreed to set time aside during the next Open Session for the purpose of completing an Annual Event Calendar.** Management to ensure that all parties are alerted think ahead of time and come prepared to set their 2018 event on the calendar.
- e. **Motion by Director Haradon:** The Board agrees to move the January Open Session to Wednesday, January 10.
Second: Director George
Vote: All in favor
- f. **Contribute to CAI CLAC- Community Associations Institute, California Legislative Action Committee**
Nepenthe has a long history of supporting the efforts of this organization. The “Buck A Door or More” is an item budgeted for each year.
Motion by Director Loge: The Board approves the donation of \$590 to Community Associations Institute, California Legislative Action Committee to be paid from the operating budget.
Second: Director Cook
Vote: All in favor
- g. **Proposals for Tree Maintenance Work**
Arborist Paul Dubois of The Grove Total Tree Care walked the property on October 26, 2017 accompanied by Grounds Chair Pam Livingston, Grounds Steward Renee Mendez and General Manager Bettisi Ledesma. The purpose of this final 2017 walk was to inspect trees identified by residents, Grounds Committee members and management as potentially failing and/or hazardous and to complete an overview inspection of the trees in Zone 7. His report was provided to the Grounds Committee who reviewed the report and proposals at their November 14, 2017 meeting. The Grounds Committee voted to recommend Board approval of the attached proposals.
Motion by Director Loge: The Board approves the removals and specific tree pruning as proposed by Grove Total Tree Care for the amount of \$9,315, payable from Reserves which has a 2018 allocation for tree work of \$79,336.
Second: Director Cook
Vote: Directors Huffman, Cook, George, Loge: Aye. Director Haradon: Nay
The motion carried.

X. HOMEOWNER FORUM

No owners spoke during the second open forum.

XI. NEXT MEETING: Wednesday, January 10, 2017 at 5:30 pm in the Nepenthe clubhouse

XII. ADJOURN 6:25 pm

**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING
December 27, 2017, 1:00 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

WELCOME

Thank you for attending. This is a business meeting, open to members of the Nepenthe Association and guests of the Board. The primary purpose of the meeting is to ensure that the Association is meeting its responsibility to maintain the property and to serve homeowners.

SPECIAL OPEN SESSION MINUTES

I. CALL TO ORDER 1:00 pm

Present	Board Member	Positon
X	Steve Huffman	President
X	Linda Cook	Secretary
X	Christina George	Treasurer
X	Frank Loge	Member at Large

II. ANNOUNCEMENTS

a. Board Announcements

- i. Director Joan Haradon resigned from the Board on December 9, 2017.

III. HOMEOWNER FORUM

A number of residents spoke to the Board concerning community issues.

- IV. NEW BUSINESS: Consider appointing Craig Price to the Board of Directors.** Craig, a member in good standing has agreed to serve on the Board until the end of the term in May 2018. Per the Third Amended and Restated Bylaws of Nepenthe Association, Article VI, Section 6.5. Vacancies, the open position shall be filled for the unexpired portion of the term by the vote of a majority of Board members present at a duly noticed Board meeting at which a quorum is also present.

Motion by Director Loge: The Board appoints Craig Price to serve out the remainder of the open term ending at the 2018 Annual Meeting.

Second: Director Cook

Vote: All in favor

- V. NEXT MEETING:** Wednesday, January 10, 2017 at 5:30 pm in the Nepenthe clubhouse

- VI. ADJOURN 1:05 pm**

NEPENTHE ASSOCIATION

CASH BASIS FINANCIAL STATEMENTS

FOR THE MONTH AND ELEVEN MONTH(S) ENDED
NOVEMBER 30, 2017

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

PREPARED BY:



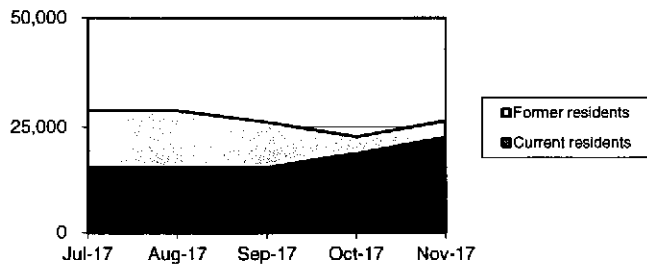
FirstService
RESIDENTIAL
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NEPENTHE ASSOCIATION
FINANCIAL SUMMARY
Fiscal Year End: December 31, 2017
For the Month Ended: November 30, 2017
CASH SUMMARY

	<u>This month</u>	<u>Last Month</u>	<u>Change in Cash</u>	
Operating cash	539,160.28	505,999.71	Increase in Cash	33,160.57
Reserve Cash General Reserve	6,137,977.20	6,069,802.13	Increase in Cash	68,175.07
Adj Operating Cash (see note 1)	452,106.39	423,383.64	Increase in Cash	28,722.75
Average budgeted expenses / month		278,914.00		
Average # of months of available cash		1.93		
Percent Funded Per 2016 Reserve Study		41%		

ASSESSMENT SUMMARY

Monthly Assessment Budget	276,709.00
Assessment Cash Received	277,293.34
<u>Total Assessments Receivable</u>	
0-30 days (see note 1)	9,096.03
31-60 days late	0.00
61-90 days late	6,347.17
<u>over 90 days late</u>	<u>11,097.85</u>
Total Assessments Due	26,541.05
<u>Other Receivable</u>	6,534.05
Total Owners Receivable	33,075.10
Past Residents Assessments Rec.	3,968.90
Prepaid Assessments	87,053.89

Assessment Receivable Trending

OPERATING SUMMARY

Category	November Expenses	YTD Expenses	YTD Budget	YTD Variance	Negative YTD Variances >\$2500
Utilities	7,627	100,556	89,155	(11,401)	Gas, Water
Landscape	28,567	316,932	316,547	(385)	
Common Area	6,164	92,316	121,231	28,915	
Management/On-Site Admin	26,870	394,468	356,257	(38,211)	see note 3
Insurance	7,806	85,328	314,402	229,074	
Total Operating Expenses	77,035	989,601	1,197,592	207,991	Spending underbudget year-to-date

RESERVE SUMMARY

Contribution to Reserves this month:	170,042.00	Rsv Disbursement this month:	104,523.49
Contribution to Rsvs Year-to-Date:	1,870,462.00	Rsv Disbursement YTD:	1,329,107.66
Interest on reserve funds Year-to-Date:	44,135.30		

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. Federal Tax, Franchise Tax, General Counsel, Admin Misc, On-site Staff, Payroll Taxes/Benefits

Nepenthe's Year To Date Cash Flow

Sources/Uses		Operations	Reserves
Beginning Balance 1/01/2017		303,773	5,552,488
	Prior year Due from Management	52	
	Prior year Due from Vendor	0	
Plus	Income	3,095,499.47	
	Reserve Investment Income		44,135.30
	Contributions to Reserves		1,870,462.00
	Pending Reserve Expense	0.00	
	Due From Vendor	(101.78)	
	Receivable from Mgmt	0.00	
	Processing Fees	0.00	
Less	Operating Expenses	(989,600.59)	
	Reserve Funding	(1,870,462.00)	
	Reserve Expenses		(1,329,107.66)
Ending Balance 11/30/17		539,160	6,137,977

Budget Report

Actual year-to-date income of \$3,095,499.47 versus year-to-date budgeted income of \$3,068,054 produced a positive year-to-date income variance of \$27,445.47.

Actual year-to-date operating expenses of \$989,600.59 versus year-to-date budgeted expenses of \$1,197,592 produced a positive year-to-date operating expenses variance of \$207,991.41.

The two combined variances produced a positive year-to-date variance of \$235,436.88

Other Information

Unpaid assessments at November 30, 2017 were: \$ 26,541

Prepaid assessments at November 30, 2017 were: \$ 87,054

NEPENTHE ASSOCIATION COMPARATIVE BALANCE SHEET 11/30/2017

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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	539,010.28	505,849.71
PETTY CASH	150.00	150.00
RESERVE ACCOUNT FUNDS	<u>6,137,977.20</u>	<u>6,069,802.13</u>
TOTAL CASH AND INVESTMENTS	6,677,137.48	6,575,801.84
OTHER ASSETS		
DUE FROM VENDOR-DAIOHS FIRST CHOICE	101.78	101.78
TOTAL OTHER ASSETS	<u>101.78</u>	<u>101.78</u>
TOTAL ASSETS	<u><u>6,677,239.26</u></u>	<u><u>6,575,903.62</u></u>
LIABILITIES		

MEMBERS EQUITY		

GENERAL RESERVE FUND BALANCE	6,137,977.20	6,069,802.13
OPERATING FUND BALANCE-BEG OF YEAR	303,825.18	303,825.18
CURRENT YEAR INCOME/(LOSS)	<u>235,436.88</u>	<u>202,276.31</u>
TOTAL LIABILITIES & MEMBERS EQUITY	<u><u>6,677,239.26</u></u>	<u><u>6,575,903.62</u></u>

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Investment Report

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Entity: NEP NEPENTHE ASSOCIATION

FirstService Residential CA
15241 Laguna Canyon Road
Irvine, CA 92618

As of date: 11/30/2017

Account	Type	Inv Acct	Maturity	Rate	Amount
11105	PETTY CASH	PETTY PETTY CASH	PTYCSH ON-SITE (CLUBHOUSE)		150.00
11110	OPERATING CHECKING	USBANK US BANK	CKING 153495833060		383,017.32
11112	OPERATING INVESTMENT	UNION+ UNION BANK	MNYMKT 1880024236	0.90%	155,992.96
					=====
Total (Cash)					539,160.28
21138	RESERVE INVESTMENT	WELLS WELLS FARGO	INVSMT 66896148	0.25%	4,171,040.06
21139	RESERVE INVESTMENT	WELLS WELLS FARGO	MNYMKT 66896148	0.25%	1,966,937.14
					=====
Total (Reserves)					6,137,977.20
Grand Total					6,677,137.48

NEPENTHE ASSOCIATION
RESERVE FUND BALANCES SUPPORT SCHEDULES
11/30/2017

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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

	PRIOR YEAR BALANCE	BEG BAL REALLOCATION	ADDITIONS THIS YEAR	EXPENSE CURRENT MONTH	PREVIOUS EXP CURRENT YEAR	CURRENT BALANCE
GENERAL RESERVES						
N23277 ROOF INSPECTIONS & REPAIR	(74.78)	74.78	0.00	0.00	0.00	0.00
N23282 TREE REMOVAL/ANNUAL MAINTENANCE	25,317.56	(25,317.56)	0.00	(11,590.00)	(187,756.50)	(199,346.50)
N22911 UNDERGROUND UTILITY REPR RSV	(20,825.00)	20,825.00	0.00	0.00	(33,525.00)	(33,525.00)
N23017 CLUBHOUSE INTERIOR RENOVATION	92,839.23	(15,273.38)	38,797.00	0.00	(32,242.64)	84,120.21
N23130 MISCELLANEOUS RSV	47,876.66	(3,992.20)	20,944.00	0.00	921.43	65,749.89
23103 INTEREST ON RESERVE FUNDING	39,725.21	(39,725.21)	44,135.30	0.00	0.00	44,135.30
23130 CONTIGENCY RESERVES	0.00	0.00	0.00	0.00	(600.00)	(600.00)
N23270 UNIT EXTERIOR RESERVE	4,883,894.20	(328,850.09)	1,402,643.00	(41,154.02)	(614,433.03)	5,302,100.06
N23271 MAIN CLUBHOUSE AREA RSV	106,365.55	39,696.82	60,940.00	(1,320.00)	(6,595.00)	199,087.37
N23275 GROUNDS RESERVE	375,423.92	352,780.77	345,158.00	(50,459.47)	(347,013.43)	675,889.79
N23274 COMMONS TENNIS COURT RSV	0.00	0.00	0.00	0.00	(3,340.00)	(3,340.00)
N23276 ADMINISTRATIVE RESERVE	1,945.01	(218.93)	1,980.00	0.00	0.00	3,706.08
TOTAL GENERAL RESERVES	5,552,487.56	0.00	1,914,597.30	(104,523.49)	(1,224,584.17)	6,137,977.20

NEPENTHE ASSOCIATION
INCOME STATEMENT
11/30/2017

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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									
277,293.34	276,709	584.34	14000	HOMEOWNER ASSESSMENT REVENUE	3,045,968.80	3,043,799	2,169.80	3,320,508	274,539.20
1,701.32	1,430	271.32	14087	EASEMENT AGREEMENT	14,569.59	15,730	(1,160.41)	17,160	2,590.41
72.62	0	72.62	14101	INTEREST ON PAST DUE ASSESSMENTS	2,050.14	0	2,050.14	0	(2,050.14)
60.00	75	(15.00)	14110	KEY REVENUE	665.00	825	(160.00)	900	235.00
925.00	700	225.00	14113	CLUBHOUSE RENTAL	5,265.00	7,700	(2,435.00)	8,400	3,135.00
0.00	0	0.00	14116	CC&R VIOLATIONS/FINES	900.00	0	900.00	0	(900.00)
69.56	0	69.56	14132	MISCELLANEOUS REVENUE	219.56	0	219.56	0	(219.56)
115.29	0	115.29	14162	OPERATING INTEREST REVENUE	861.38	0	861.38	0	(861.38)
2,656.56	0	2,656.56	14163	RESERVE INTEREST REVENUE	44,135.30	0	44,135.30	0	(44,135.30)
0.00	0	0.00	14194	LANDSCAPE REVENUE	25,000.00	0	25,000.00	0	(25,000.00)
282,893.69	278,914	3,979.69		TOTAL REVENUE	3,139,634.77	3,068,054	71,580.77	3,346,968	207,333.23
RESERVE CONTRIBUTION									
170,042.00	170,042	0.00	19758	GENERAL RESERVES	1,870,462.00	1,870,462	0.00	2,040,504	170,042.00
2,656.56	0	(2,656.56)	19803	GENERAL RESERVE INTEREST	44,135.30	0	(44,135.30)	0	(44,135.30)
172,698.56	170,042	(2,656.56)		TOTAL RESERVE CONTRIBUTION	1,914,597.30	1,870,462	(44,135.30)	2,040,504	125,906.70
110,195.13	108,872	1,323.13		AVAILABLE OPERATING REVENUE	1,225,037.47	1,197,592	27,445.47	1,306,464	81,426.53
OPERATING EXPENSES									
UTILITIES									
0.17	2,725	2,724.83	15101	ELECTRICITY	28,216.02	29,975	1,758.98	32,700	4,483.98
3,144.80	1,200	(1,944.80)	15102	GAS	20,873.07	13,200	(7,673.07)	14,400	(6,473.07)
0.00	350	350.00	15103	REFUSE COLLECTION	4,791.43	3,850	(941.43)	4,200	(591.43)
237.53	430	192.47	15105	TELEPHONE EXPENSE	3,455.78	4,730	1,274.22	5,160	1,704.22
4,244.71	3,400	(844.71)	15106	WATER	43,219.89	37,400	(5,819.89)	40,800	(2,419.89)
7,627.21	8,105	477.79		TOTAL UTILITIES	100,556.19	89,155	(11,401.19)	97,260	(3,296.19)
LAND MAINTENANCE									
28,567.00	28,567	0.00	15500	CONTRACT LANDSCAPE SERVICE	314,237.00	314,237	0.00	342,804	28,567.00
0.00	185	185.00	15511	BACKFLOW DEVICE TEST	2,695.00	2,035	(660.00)	2,220	(475.00)
0.00	25	25.00	15597	COMMON AREA IMPROVEMENT	0.00	275	275.00	300	300.00
28,567.00	28,777	210.00		TOTAL LAND MAINTENANCE	316,932.00	316,547	(385.00)	345,324	28,392.00
COMMON AREA									
1,700.00	1,350	(350.00)	16020	CONTRACT POOL/SPA SERVICE	16,820.00	14,850	(1,970.00)	16,200	(620.00)
0.00	25	25.00	16022	POOL EQUIPMENT REPAIR	2,062.03	275	(1,787.03)	300	(1,762.03)
0.00	115	115.00	16027	POOL INSPECTION	1,808.48	1,265	(543.48)	1,380	(428.48)

NEPENTHE ASSOCIATION
INCOME STATEMENT
11/30/2017

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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
0.00	25	25.00	18510	ROOF MAINTENANCE	0.00	275	275.00	300	300.00
0.00	279	279.00	18524	MATERIAL SUPPLIES	2,868.80	3,069	200.20	3,348	479.20
0.00	190	190.00	18526	PEST CONTROL	2,450.00	2,090	(360.00)	2,280	(170.00)
1,525.00	1,525	0.00	18531	JANITORIAL SERVICE	16,775.00	16,775	0.00	18,300	1,525.00
536.21	247	(289.21)	18532	JANITORIAL SUPPLIES	2,394.54	2,717	322.46	2,964	569.46
0.00	10	10.00	18534	FIRE EXTINGUISHER	107.16	110	2.84	120	12.84
0.00	25	25.00	18544	LIGHT REPAIRS	0.00	275	275.00	300	300.00
0.00	125	125.00	18564	SPECIAL SECURITY	3,352.75	1,375	(1,977.75)	1,500	(1,852.75)
1,450.00	1,200	(250.00)	18579	PATROL SERVICE	11,250.00	13,200	1,950.00	14,400	3,150.00
0.00	4,993	4,993.00	18736	GUTTER & DOWNSPOUT CLEANING	25,899.40	54,923	29,023.60	59,916	34,016.60
800.64	400	(400.64)	18767	REPAIR & MAINTENANCE	4,148.75	4,400	251.25	4,800	651.25
152.17	172	19.83	18905	KITCHEN SUPPLIES	1,323.81	1,892	568.19	2,064	740.19
0.00	300	300.00	18957	JANITORIAL EXTRA	400.00	3,300	2,900.00	3,600	3,200.00
0.00	40	40.00	18986	FITNESS CONTRACT	655.04	440	(215.04)	480	(175.04)
6,164.02	11,021	4,856.98		TOTAL COMMON AREA	92,315.76	121,231	28,915.24	132,252	39,936.24
				MANAGEMENT/ON-SITE ADMIN EXP					
0.00	150	150.00	18001	COMMUNITY WEBSITE	3,570.49	1,650	(1,920.49)	1,800	(1,770.49)
0.00	75	75.00	18003	COMMUNITY EVENTS/PROGRAMS	1,335.11	825	(510.11)	900	(435.11)
140.60	75	(65.60)	18008	VOLUNTEER RECOGNITION	236.14	825	588.86	900	663.86
0.00	75	75.00	18092	EDUCATION/ADULT PROGRAM	1,080.91	825	(255.91)	900	(180.91)
7,159.31	6,970	(189.31)	19109	CONTRACT MANAGEMENT	78,752.41	76,670	(2,082.41)	83,640	4,887.59
0.00	160	160.00	19101	CPA SERVICES	1,895.00	1,760	(135.00)	1,920	25.00
0.00	650	650.00	19104	FEDERAL TAX EXPENSE	14,319.00	7,150	(7,169.00)	7,800	(6,519.00)
0.00	375	375.00	19105	FRANCHISE TAX BOARD	7,060.00	4,125	(2,935.00)	4,500	(2,560.00)
0.00	175	175.00	19106	TAXES & LICENSES	1,088.52	1,925	836.48	2,100	1,011.48
0.00	0	0.00	19121	RESERVE STUDY CONSULTANT SRVC	600.00	0	(600.00)	0	(600.00)
0.00	500	500.00	19108	GENERAL COUNSEL SERVICE	17,879.62	5,500	(12,379.62)	6,000	(11,879.62)
1,061.50	2,100	1,038.50	19111	MANAGEMENT REIMBURSABLE	21,499.99	23,100	1,600.01	25,200	3,700.01
95.83	50	(45.83)	19112	POSTAGE, ON-SITE	552.92	550	(2.92)	600	47.08
0.00	0	0.00	19116	ADMINISTRATIVE MISC	3,509.56	0	(3,509.56)	0	(3,509.56)
0.00	40	40.00	19117	DUES & PUBLICATIONS	0.00	440	440.00	480	480.00
35.00	35	0.00	19119	BANK FEES	385.00	385	0.00	420	35.00
13,343.07	14,000	656.93	19124	ON-SITE STAFF	162,302.81	154,000	(8,302.81)	168,000	5,697.19
(503.20)	60	563.20	19126	DELINQUENCY MONITORING	(333.18)	660	993.18	720	1,053.18
0.00	182	182.00	19132	OPERATING CONTINGENCY	3,540.00	2,002	(1,538.00)	2,184	(1,356.00)
0.00	100	100.00	19143	LEGAL-COLLECTIONS	2,990.82	1,100	(1,890.82)	1,200	(1,790.82)
41.45	100	58.55	19172	ACCOUNTING REIMBURSABLES	1,387.40	1,100	(287.40)	1,200	(187.40)
(80.00)	135	215.00	19174	AMS COLLECTION EXPENSE	(466.42)	1,485	1,951.42	1,620	2,086.42
0.00	75	75.00	19178	PROPERTY TAX	1,225.68	825	(400.68)	900	(325.68)
5,016.08	5,300	283.92	19247	PAYROLL TAXES & BENEFITS	61,256.30	58,300	(2,956.30)	63,600	2,343.70
150.00	5	(145.00)	19281	WEBSITE MONTHLY FEE	1,157.40	55	(1,102.40)	60	(1,097.40)
71.11	150	78.89	19295	ON-SITE OFFICE SUPPLIES	1,951.24	1,650	(301.24)	1,800	(151.24)

NEPENTHE ASSOCIATION
INCOME STATEMENT
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c/o FirstService Residential
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----- ACTUAL	---MONTH--- BUDGETED	----- VARIANCE	G/L NUMBER	DESCRIPTION	----- ACTUAL	YEAR TO DATE BUDGETED	----- VARIANCE	ANNUAL BUDGET	\$ REMAINING IN BUDGET
339.65	400	60.35	19382	COPIER LEASE	5,595.22	4,400	(1,195.22)	4,800	(795.22)
0.00	50	50.00	19442	CLAC CONTRIBUTION	0.00	550	550.00	600	600.00
0.00	400	400.00	19505	CC&R REVISION	96.36	4,400	4,303.64	4,800	4,703.64
26,870.40	32,387	5,516.60		TOTAL MANAGEMENT/ON-SITE ADMIN E	394,468.30	356,257	(38,211.30)	388,644	(5,824.30)
				INSURANCE					
7,805.93	7,801	(4.93)	19107	INSURANCE	85,972.34	85,811	(161.34)	93,612	7,639.66
0.00	20,781	20,781.00	DC19307	FLOOD INSURANCE	(644.00)	228,591	229,235.00	249,372	250,016.00
7,805.93	28,582	20,776.07		TOTAL INSURANCE	85,328.34	314,402	229,073.66	342,984	257,655.66
77,034.56	108,872	31,837.44		TOTAL OPERATING EXPENSES	989,600.59	1,197,592	207,991.41	1,306,464	316,863.41
33,160.57	0	33,160.57		<i>NET INCOME/(LOSS)</i>	235,436.88	0	235,436.88	0	(235,436.88)

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INCOME STATEMENT FOR 12 MONTHS ENDING
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c/o FirstService Residential
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	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	TOTAL
REVENUE													
14000 HOMEOWNER ASSESSMENT REVENUE	281848	278952	266931	306681	259767	292586	279285	275972	272070	274994	261437	277293	3327817
14087 EASEMENT AGREEMENT	29782	0	1790	1816	379	1856	758	1729	1739	1063	1738	1701	44352
14101 INTEREST ON PAST DUE ASSESMEN	81	5	24	611	84	382	107	83	90	539	53	73	2131
14110 KEY REVENUE	75	40	-20	85	60	-20	110	150	135	30	35	60	740
14113 CLUBHOUSE RENTAL	1625	240	510	270	750	450	470	160	715	600	175	925	6890
14116 CC&R VIOLATIONS/FINES	0	0	0	0	15	25	489	372	0	0	0	0	900
14132 MISCELLANEOUS REVENUE	0	0	0	0	0	105	45	0	0	0	0	70	220
14162 OPERATING INTEREST REVENUE	25	15	97	59	54	63	57	59	107	111	123	115	887
14163 RESERVE INTEREST REVENUE	9407	2089	1733	3039	6348	1913	9623	1611	2648	7139	5336	2657	53542
14194 LANDSCAPE REVENUE	0	0	25000	0	0	0	0	0	0	0	0	0	25000
TOTAL REVENUE	322844	281341	296064	312561	267457	297361	290944	280137	277505	284476	268897	282894	3462479
RESERVE CONTRIBUTION													
19758 GENERAL RESERVES	163766	170042	170042	170042	170042	170042	170042	170042	170042	170042	170042	170042	2034228
19803 GENERAL RESERVE INTEREST	9407	2089	1733	3039	6348	1913	9623	1611	2648	7139	5336	2657	53542
TOTAL RESERVE CONTRIBUTION	173173	172131	171775	173081	176390	171955	179665	171653	172690	177181	175378	172699	2087770
AVAILABLE OPERATING REVENUE	149671	109210	124289	139480	91066	125406	111279	108484	104814	107295	93519	110195	1374709
OPERATING EXPENSES													
UTILITIES													
15101 ELECTRICITY	2669	5848	0	6117	0	2572	2593	0	5662	0	5423	0	30885
15102 GAS	2688	1804	2398	1724	3377	2013	1310	2575	693	833	1003	3145	23562
15103 REFUSE COLLECTION	269	144	422	0	631	240	0	0	3355	0	0	0	5060
15105 TELEPHONE EXPENSE	559	126	943	261	63	299	357	294	294	294	286	238	4015
15106 WATER	3430	4137	3994	3633	2791	5457	4175	3320	4153	2349	4965	4245	46650
TOTAL UTILITIES	9616	12059	7757	11735	6862	10582	8435	6189	14157	3476	11677	7627	110172
LAND MAINTENANCE													
15500 CONTRACT LANDSCAPE SERVICE	26823	0	28567	57134	0	57134	28567	28567	28567	28567	28567	28567	341060
15511 BACKFLOW DEVICE TEST	0	0	0	0	0	0	2695	0	0	0	0	0	2695
TOTAL LAND MAINTENANCE	26823	0	28567	57134	0	57134	31262	28567	28567	28567	28567	28567	343755
COMMON AREA													
16020 CONTRACT POOL/SPA SERVICE	1350	1350	1350	1350	1350	1350	1570	1700	1700	1700	1700	1700	18170
16022 POOL EQUIPMENT REPAIR	0	0	0	0	0	0	300	0	0	342	1420	0	2062
16027 POOL INSPECTION	0	0	0	0	0	1243	75	0	0	0	0	0	1808

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c/o FirstService Residential
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	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	TOTAL
18457 PLUMBING REPAIR	200	0	0	0	0	0	0	0	0	0	0	0	200
18524 MATERIAL SUPPLIES	222	1372	392	194	411	299	43	0	0	157	0	0	3091
18526 PEST CONTROL	1750	145	0	0	350	0	285	1495	0	175	0	0	4200
18531 JANITORIAL SERVICE	1525	1525	1525	1525	1525	1525	1525	0	1525	3050	1525	1525	18300
18532 JANITORIAL SUPPLIES	440	0	230	0	382	14	306	0	163	763	0	536	2834
18534 FIRE EXTINGUISHER	0	0	0	0	0	0	0	0	107	0	0	0	107
18564 SPECIAL SECURITY	59	99	0	0	0	1804	1450	0	0	0	0	0	3412
18579 PATROL SERVICE	1000	1000	1000	2000	0	0	0	2900	0	2900	0	1450	12250
18736 GUTTER & DOWNSPOUT CLEANING	24306	12153	396	12153	178	1019	0	0	0	0	0	0	50206
18767 REPAIR & MAINTENANCE	133	346	200	0	0	627	348	485	673	326	344	801	4282
18905 KITCHEN SUPPLIES	110	100	0	372	150	235	0	232	0	8	75	152	1434
18957 JANITORIAL EXTRA	0	0	0	120	0	55	50	0	175	0	0	0	400
18986 FITNESS CONTRACT	85	0	240	85	141	0	105	0	0	85	0	0	740
TOTAL COMMON AREA	31181	18090	5333	18289	4487	8173	6056	6811	4343	9507	5064	6164	123496
MANAGEMENT/ON-SITE ADMIN EXP													
18001 COMMUNITY WEBSITE	0	0	228	0	983	450	833	1033	0	43	0	0	3570
18003 COMMUNITY EVENTS/PROGRAMS	571	0	639	155	332	452	295	-516	-20	-2	0	0	1906
18008 VOLUNTEER RECOGNITION	0	0	0	0	0	70	0	5	0	0	21	141	236
18092 EDUCATION/ADULT PROGRAM	98	0	99	0	76	205	86	32	124	0	459	0	1179
19109 CONTRACT MANAGEMENT	6818	7159	7159	7159	7159	7159	7159	7159	7159	7159	7159	7159	85571
19101 CPA SERVICES	0	0	0	1895	0	0	0	0	0	0	0	0	1895
19104 FEDERAL TAX EXPENSE	1800	0	0	0	9161	0	2579	0	0	2579	0	0	16119
19105 FRANCHISE TAX BOARD	1322	0	0	0	4648	0	2412	0	0	0	0	0	8382
19106 TAXES & LICENSES	0	0	30	0	0	0	1059	0	0	0	0	0	1089
19121 RESERVE STUDY CONSULTANT SRVC	0	0	0	0	0	0	0	0	600	0	0	0	600
19108 GENERAL COUNSEL SERVICE	313	2489	990	0	1006	9654	0	0	2900	0	840	0	18192
19111 MANAGEMENT REIMBURSABLE	1040	5245	1484	1082	1137	6864	250	1100	1956	250	1070	1062	22540
19112 POSTAGE, ON-SITE	0	0	213	0	0	0	111	16	48	70	0	96	553
19116 ADMINISTRATIVE MISC	0	3500	0	0	0	0	0	0	0	0	10	0	3510
19117 DUES & PUBLICATIONS	590	0	0	0	0	0	0	0	0	0	0	0	590
19119 BANK FEES	35	35	35	35	35	35	35	35	35	35	35	35	420
19124 ON-SITE STAFF	18859	15237	12800	13084	12865	12242	26764	14011	13745	13858	14351	13343	181162
19126 DELINQUENCY MONITORING	116	93	367	-1032	206	414	-226	179	494	-377	52	-503	-217
19132 OPERATING CONTINGENCY	0	0	0	0	0	0	3250	290	0	0	0	0	3540
19143 LEGAL-COLLECTIONS	0	0	0	0	0	1034	1957	0	0	0	0	0	2991
19172 ACCOUNTING REIMBURSABLES	89	31	352	372	37	181	0	75	215	0	83	41	1476
19174 AMS COLLECTION EXPENSE	420	365	390	-325	626	-1796	-245	1456	-91	-960	194	-80	-46
19178 PROPERTY TAX	0	0	0	0	0	0	0	266	0	0	960	0	1226
19247 PAYROLL TAXES & BENEFITS	7440	5565	5857	5646	5277	4990	9369	4848	4890	4909	4890	5016	68696
19281 WEBSITE MONTHLY FEE	0	0	0	0	0	150	150	150	257	150	150	150	1157
19295 ON-SITE OFFICE SUPPLIES	192	98	44	551	54	546	101	13	374	100	0	71	2143
19382 COPIER LEASE	0	328	655	387	902	340	351	719	340	340	895	340	5595

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	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	TOTAL
19505 CC&R REVISION	0	0	0	0	0	96	0	0	0	0	0	0	96
TOTAL MANAGEMENT/ON-SITE ADM	39702	40145	31341	29009	44504	43087	56289	30871	33027	28153	31169	26870	434170
INSURANCE													
19107 INSURANCE	7797	7797	7797	7797	7797	8313	7797	-326	15593	15603	0	7806	93769
DC1930 FLOOD INSURANCE	0	0	0	0	0	0	-644	0	0	0	0	0	-644
TOTAL INSURANCE	7797	7797	7797	7797	7797	8313	7153	-326	15593	15603	0	7806	93125
TOTAL OPERATING EXPENSES	115119	78091	80795	123964	63650	127289	109196	72113	95687	85305	76477	77035	1104719
NET INCOME/(LOSS)	34552	31119	43494	15516	27417	-1883	2084	36371	9127	21989	17042	33161	269989



NEPENTHE ASSOCIATION PARKING GUIDELINES

Residing in Nepenthe is a wonderful living alternative for those seeking a community environment that includes great amenities and a parklike setting. In addition, the Nepenthe CC&Rs (Article III, Section 3.3(a) and rules provide a structure for respectfulness and accommodation of all Nepenthe residents. In this spirit, it is important to remind ourselves that parking is a major aspect of community interaction. Outlined below are some important points to remember when parking here in Nepenthe.

PRIVATE STREET RESIDENTS

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

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

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

And please remember that private street residents are to always park in their garages except for brief loading and unloading. Short term guests are certainly welcome to park on the private streets. However, overnight parking is prohibited unless a permit is issued by the Nepenthe Management.

PUBLIC STREET RESIDENTS

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

Residents living on city streets within Nepenthe are to park their cars in garages. ~~No overnight street parking is allowed.~~ **Overnight street parking is discouraged.** If there are circumstances where overnight parking is necessary, please contact Nepenthe Management.

Parking on city streets should not be:

- blocking access to mailboxes
- in front of windows of homes that directly face onto the street

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

Remember, parking affects all residents and we all can make this community such a pleasure to live in by following the community rules.



NEPENTHE ASSOCIATION

COURTESY NOTICE

NEPENTHE

December 18, 2017

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

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

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

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

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

<i>Date</i>	<i>Account No.</i>	<i>Total Amt Due</i>	<i>Past Due Assessment Only</i>	<i>Approved</i>	<i>Denied</i>	<i>Comment</i>
12/18/17	2310-01	\$1,032.95	\$938.00			

Deferred Items from prior meeting

<i>Date</i>	<i>Account No.</i>	<i>Total Amt Due</i>	<i>Past Due Assessment Only</i>	<i>Approved</i>	<i>Denied</i>	<i>Comment</i>

Any two (2) Board members must sign:

By: _____ Date: _____

By: _____ Date: _____

Possible Board Goals for 2018:

1. Review current alley sign structures and develop a plan to replace wood structures currently used to hold current alley signs with new sign supports (possibly a different material).
2. Replace and upgrade Nepenthe main lounge lighting to include brighter lumens and dimmers. Possibly ceiling fans for air circulation.
3. Replace current audio/video system with upgraded digital system to include remote access via laptops/pads and microphones.
4. Complete grounds contract rewrite and solicit bids from various vendors.
5. Work with City to improve public street parking and restrictions.
6. Complete the installation of new lighting globes throughout Nepenthe.
7. Review the bidding process for major contracts (grounds, siding, roofing, fencing, tree care and removal) to ensure that we get the services we need and quality materials and work at the most competitive prices.
8. Establish timelines for bidding in each area to ensure that we have a full opportunity to receive and review competitive bids. Establish protocols for Board, Finance Committee and Appropriate committee chair involvement in the process. Review procedures for follow up and quality control once the contract is awarded.
9. Establish guidelines and procedures for rule enforcement and establish efficient and swift follow-up procedures for Board actions.
10. Take steps to establish the University lot as our corporation yard:
 - a. Screen dumpsters from view from the street.
 - b. Get official permission from the city to use it as a corporation yard.
 - c. If necessary do a parcel split so that the yard and the tennis courts are on separate parcels.
11. Look for ways to extend the life of residences' siding beyond the current six years in such a way that we save money long-term.
12. Explore voting via the internet.

City of Sacramento Meeting 11/17/2017

Nepenthe Board Summary

Joan Roberts and I met with City of Sacramento representatives at City Hall at 11AM. The meeting was held to discuss the following matters pertaining to public street parking enhancements that are of interest to Nepenthe Homeowners Association. The agenda items emanate from many parking forums and Board discussions. Joan Roberts was instrumental in preparing for this meeting based on years of involvement in the Nepenthe parking forums.

The agenda:

Introductions/History of Parking Issues

1. Enforcement

 Strict Enforcement – Two Months

2. Expand J-Permit Parking Area

3. Red Curb Review

4. Complaints Referred to Nepenthe Staff

5. Nepenthe Involvement

Joan covered Nepenthe's review of parking issues with our Association members.

We asked that a high level of enforcement be implemented to change some parking habits of our residents (parking in front of fire hydrants), at least for a few months.

Discussion of the possibility of expanding the J-Permit program to other streets within Nepenthe was well received. Issues such as: where Nepenthe is located on one side of the street and another homeowner group on the other were brought up. City is looking at our request and will develop an issues/position document for review on the J-Permit issue.

Red curb review was favorably received. We requested the City to look at this to insure emergency vehicles have adequate access. Also, parking too close to the intersections of streets (private and public) also creates issues.

We offered Nepenthe as the place to refer parking complaints for resolution that the City feels Nepenthe needs to address. Apparently, this has been ongoing and City staff were appreciative of this continued support.

My impression is that the City staff were most positive and willing to help better control parking on city streets within the framework that they are public streets. The City staff are very aware of the Nepenthe Board is acting on behalf of its members and that not all members may agree with Nepenthe Board decisions (nothing new for them i.e. City Council meetings). The City staff is most willing to include our representatives in future meetings as we work toward solutions. Overall, I was very pleased with the meeting and city staff in attendance.

City Staff in attendance:

Lidia Lara; representative for Councilmember Eric Guerra

She has been Nepenthe's main contact.

Alejandro Cabrera; representative from Councilmember Eric Guerra' office.

Eric Poon and Eric Fong from Parking Enforcement

Tara Barretto and John Perez; Traffic Engineering

A future meeting will be set up after the first of the year.

Report on Parking Enforcement Efforts to Date

By General Manager Bettisi Ledesma, January 3, 2017

- On September 6, 2017 the Board agreed to aggressively enforce the current CC&Rs having to do with parking including certain provisions such as garage parking and the storing of RVs within the development. The entire text of Article III, Section 3.3 is enclosed for review.
- To identify which owners were not parking in their garage, management compiled inventories of the vehicles parked regularly on the public streets.
- Management then sent letters to the homeowners and tenants who were parked most often overnight on the streets.
- The association had ceased collecting vehicle information from residents around 2006-2007 so much of the work identifying the owners of the vehicle involved guess work.
- As we connected with the owners, we either obtained an agreement to comply or encountered situations where the residents' vehicle(s) were either too large to fit in the garage or where there were more than two vehicles belonging to the household. The enclosed affidavits were developed to identify these situations for the files.
- Second courtesy letters were mailed to the residents from whom no response had been received and yet who continued to park on the street.
- A few residents have chosen not to respond to management. It was agreed among the two directors working with management on this issue and the General Manager that calling the non-responsive owners to hearing would be the next logical step. This decision is in keeping with Article VIII, Section 8.4 of the CC&Rs which describes actions the Association can take to enforce the CC&Rs via fines and otherwise.
- At the December 6 Executive Session, the other directors were provided an update and three directors (Loge, George and Cook) were appointed to conduct the hearings on behalf of the Board.
- At the time of this report, three hearings have been scheduled.
- Additionally, the Resident Information Form has been revised to include information about the vehicles associated with each address. This form will be mailed annually to the owners with the Notice of the Annual Meeting.

Below are the **current** regulations regarding parking as provided in the CC&Rs. Enforcement of association regulations is covered in the CC&Rs, Article XVI. Interested parties may read the CC&Rs at any time in the Clubhouse library or online at www.NepentheHOA.com.

Nepenthe Association Third Amended and Restated CC&Rs Article III, Section 3.3. Parking and Vehicle Restrictions; Use of Private Streets

As long as applicable ordinances and laws are complied with, including but not limited to California Vehicle Code Section 22658 or comparable superseding statute, the Association may cause the removal of any vehicle anywhere within the Development which is in violation of the Association's vehicle and parking restrictions. No portion of the Development may be used for the repair, construction, reconstruction and/or maintenance of any vehicle.

(a) Parking Restrictions

Except within areas designated by the Association, there shall be no parking, keeping and/or storage outside of garages within the Development or streets, of trailers of any kind, vehicles and trucks larger than a medium duty, Class 4 truck as defined by the Department of Transportation Federal Highway Administration, mobile homes, non-operational vehicles, golf carts and/or recreational vehicles, including motorhomes, trailers, campers, boats or similar vehicles. No vehicle shall be parked or left in the alleyways or on the common driveways behind the Residences, except for the active and immediate loading and unloading of the vehicle. Service contractors may not leave or park their service vehicle(s) in the common driveways or alleyways without the express written consent of the Board or its authorized property manager.

Garages are to be used for the parking of standard passenger vehicles and trucks not to exceed Class 4 trucks as defined by the Department of Transportation Federal Highway Administration and shall not be converted to living quarters or workshops or used for the storage of boats, campers, or recreational vehicles which will preclude the parking of Owner's authorized vehicles within the garage. Personal property other than authorized vehicles shall not be stored in garages, if such storage will result in the parking of vehicles on streets of the Development without a parking permit issued by the City of Sacramento or by the Association.

(b) Guest parking

Designated guest parking areas within the Common Areas are to remain open for use by guests only and are not to be used by Owners or other residents, either permanently or temporarily, for the parking of any vehicles, boats, or trailers.

(c) Non-operational vehicles

All vehicles parked within the Development shall have a license plate and exterior evidence of valid California vehicle registration. No emission of unreasonable levels of exhaust fumes and/or noise and/or the parking, keeping and/or storage of dilapidated, non-operational and/or disabled vehicles shall be permitted within the Development.

(d) Towing

The Association shall have the authority to tow, at the Owner's expense, any vehicle parked or stored in violation of this Section. The Association shall post such notices or signs within the Common Area as may be required by law to effectuate this towing provision.



NEPENTHE ASSOCIATION RESIDENT VEHICLE AFFIDAVIT

Please complete and sign this form and return it to the office at 1131 Commons Drive, Sacramento, CA 95825.

Unit Address _____

Unit Owner Name(s): _____

Primary Phone: _____ Email address: _____

AFFIDAVIT:

I affirm that my garage is able to store two vehicles in accordance with the Third Amended and Restated CC&Rs of Covenants, Conditions and Restrictions of Nepenthe Association, Article III, Section 3.3. and has not been altered in any way that would preclude normal passenger cars from parking within.

However, one or more of my vehicles do not fit in the garage:

Make: _____ Model: _____ Color: _____ Plate #: _____

Make: _____ Model: _____ Color: _____ Plate #: _____

The reason it does/they do not fit in the garage is:

GARAGED VEHICLE INFORMATION:

Make: _____ Model: _____ Color: _____ Plate #: _____

SIGNATURES:

Homeowner: _____ Print name: _____ Date: _____

Homeowner: _____ Print name: _____ Date: _____



NEPENTHE ASSOCIATION RESIDENT VEHICLE AFFIDAVIT

Please complete and sign this form and return it to the office at 1131 Commons Drive, Sacramento, CA 95825.

Unit Address _____

Unit Owner Name(s): _____

Primary Phone: _____ Email address: _____

AFFIDAVIT:

I affirm that my garage houses two of my registered vehicles in accordance with the Third Amended and Restated CC&Rs of Covenants, Conditions and Restrictions of Nepenthe Association, Article III, Section 3.3. I have _____ additional authorized vehicles that are parked in the community. I understand that should any of the vehicle information change, I will need to update the Association. The vehicles registered to me or members of my household are listed below:

GARAGED VEHICLE INFORMATION:

Make: _____ Model: _____ Color: _____ Plate #: _____

Make: _____ Model: _____ Color: _____ Plate #: _____

UNGARAGED VEHICLE INFORMATION:

Make: _____ Model: _____ Color: _____ Plate #: _____

Make: _____ Model: _____ Color: _____ Plate #: _____

Make: _____ Model: _____ Color: _____ Plate #: _____

Make: _____ Model: _____ Color: _____ Plate #: _____

SIGNATURES:

Homeowner: _____ Print name: _____ Date: _____

Homeowner: _____ Print name: _____ Date: _____



NEPENTHE ASSOCIATION RESIDENT INFORMATION FORM

Please fill out this form **(one form per resident)** and deliver at your earliest convenience to the Office at 1131 Commons Drive, Sacramento, CA 95825.

Providing your e-mail address to the Office will allow you to receive the Nepenthe Newsletter, Board agendas, and e-mail alerts about security, weather emergencies, and projects in a timely manner.

Your Name _____ Email: _____

Address _____ Own _____ Rent _____

Primary Phone: _____ Alternate Phone: _____

Non-Resident Owner Name (if applicable): _____

Phone _____ Alt # _____ Email _____

Property Manager Name (if applicable): _____

Phone _____ Alt # _____ Email _____

EMERGENCY CONTACTS

Name _____ Phone _____ Alt. Phone _____

Name (alt.) _____ Phone _____ Alt. Phone _____

VEHICLE INFORMATION:

Make: _____ Model: _____ Color: _____ Plate #: _____

Make: _____ Model: _____ Color: _____ Plate #: _____

Staff Use Only:

Information verified by: _____ Date: _____
Print Name

Access Card # _____ Check # _____ Date Updated Resident Info in Connect: _____

PROGRESS REPORT

Report



REPORT DATE 01/04/2018

JOB #17-0036

ASSOCIATION

Nepenthe HOA

PROJECT

Roofing Inspections

Steep and Low Sloped, Hog Valleys

Address for locating association:
1131 Commons Drive
Sacramento, CA

DISTRIBUTION

1	Board of Directors	Nepenthe Homeowners Association
2	Bettsi Ledesma, General Manager	First Service Residential

REPORT BY

Dan Poe, Senior Construction Manager
dan@gocm2.com

Below is the current progress of the project:

PROGRESS REPORT:

I. Steep Sloped Asphalt Shingle Roofs

- a. All Steep Sloped roofs consist of CertainTeed Presidential TL Asphalt Shingles.
- b. Roofs completed prior to 2004 are installed by Summit Roofing consisting of: ½" 3-ply plywood, #30 asphalt roofing paper, 26 gauge flashings, field painted pipe and vent flashings, CertainTeed Presidential TL asphalt shingles, granule surface BUR hog valleys.



Job #
17-0036

NEPENTHE HOA– Roof Inspections
PROGRESS REPORT

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- c. **Roofs completed after 2004 are installed by Advance Design Roofing consisting of: ½" 5-ply plywood, Layfast TU43 SBS asphalt roofing paper, 24 gauge flashings, Stonecoated pipe and vent flashings, CertainTeed Presidential TL asphalt shingles, 3 ply-granule surface BUR hog valleys.**
- d. **All roofs that we have observed appear to be aging very well. We have not discovered any apparent visual issues with the sloped roofs at this time.**
- e. **We have discovered roofs covered with tree debris, foliage and some with moss on the northern and eastern shaded areas but the shingles are in great condition.**
- f. **Flashing paint on the Summit roofs has faded but is only a cosmetic concern.**
- g. **All Stonecoated flashings are performing as intended with no apparent granule loss.**

2. Hog Valleys and Low sloped BUR roofs.

- a. **Hog valleys on roofs installed prior to 2004 appear to be performing as intended. The surfacing has begun to allow for some granule loss in the low areas where foliage has been allowed to settle but no open laps or seams are present.**
- b. **Hog valleys on roofs installed after 2004 appear to be performing as intended. Some granule loss is present at the bottom of the V in the valleys but is not significant.**
- c. **Low sloped roofs existing with 3-Ply BUR cap sheet roof system show aging as the true age is unknown. The surfacing is dry with some granule loss present.**
- d. **Lowe sloped roofs and hog valleys on roofs inspected do have significant foliage/tree debris.**

3. Gutters and Downspouts.

- a. **All gutters are prefinished 7 ¼" fascia gutters.**
- b. **Gutters were installed on all roofs beginning in 2004. Advanced Roof Design installed the gutters.**
- c. **All gutters and downspouts appear to be performing as intended.**
- d. **Foliage and tree debris was present in the gutters.**

4. Discussion.

- a. All steeped sloped roofs appear to be perform as intended however all roofs should be removed of foliage and tree debris and all gutters and downspouts cleaned as well.
- b. Low Sloped roofs and Hog Valleys appear to be performing as well. All debris should be removed with care to be taken to not damage the existing surfacing.

5. Recommendations.

- a. All steep sloped roofs need to be cleaned off and any surface or shingle damages noted for repairs.
- b. Although the hog valleys and low sloped roofs installed prior to 2004 are aged it is our opinion there is still some life expectancy and with no reported issues it would not be cost effective to remove these components that still have some life left in them.
- c. The hog valleys installed after 2004 are performing very well with no known issues or concerns. Even though they are at the 10 plus year life they still have useful life remaining. It is not cost effective to take components out of commission that still have useful life remaining.
- d. We are in the process of developing a prioritization schedule for low sloped roof and hog valley replacement but there are no immediate concerns. We would like to monitor the roofs this winter and then reevaluate in the Spring after we have had some historical data to add. It is my understanding that the HOA is in the process of having all the roofs, gutters, downspouts cleaned. If damages are discovered or caused we should be notified in order to review and provide a repair scope for qualified roofing contractors.
- e. It is not cost effective to take components out of commission that still have useful life remaining however it may be wise to replace hog valleys and low sloped roofs that may be connected or integrated into sidewalls that are on the agenda to be replaced. This is to tie everything in properly at once and not disturbing new siding and flashings that may be under warranty to replace the hog valley/low sloped roof. We would need to review the siding/trim/paint phased plan to see how it may effect any low sloped roof or hog valley.

6. Next Steps.

- a. We will be presenting a slide show and discussing our findings of the roof inspections at the next meeting with our opinion and recommendations which have all been noted in this report.