



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

May 27, 2020, 5:00 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

To conform to California Executive Order N-33-20 issued by Governor Newsom on March 19, 2020 related to the COVID-19 pandemic, this open session of the Board of Directors will be held by teleconference. Homeowners may observe the meeting by following the instructions below:

Join Zoom Meeting by following this link:

<https://us02web.zoom.us/j/88107803920?pwd=RjdiYmk4K3IKVzQ4MDRHOFZDRtNrUT09>

Meeting ID: 881 0780 3920

Password: 664643

OR

Dial by your location

+1 669 900 6833

Enter Meeting ID: 881 0780 3920 followed by #

Enter Password: 664643 followed by #

This meeting is only open to homeowners of the association. Please contact management in the days before the meeting if you have any questions about how to attend. (916) 929-8380.

If you wish to submit comments for the open forum periods of the agenda, you are encouraged to email them ahead of time to the General Manager at Bettsi.ledesma@fsresidential.com. The emails will be read aloud. Every attempt will be made to open the phone to comments, but if there are audio difficulties, it may not be possible.

OPEN SESSION AGENDA

I. CALL TO ORDER

Present	Board Member	Position
	Christina George	President
	Linda Cook	Vice President
	Will Vizzard	Treasurer
	Jan Summers	Secretary
	Greg Beale	Member at Large

II. CLOSE THE POLLS

The Inspectors of Election will count the ballots and inform the chair when they have tabulated the results.

III. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on May 18, 2020 in order to consider matters relating to legal matters and member discipline.

IV. COMMITTEE REPORTS

- a. Architectural Review Committee Page 6-13
- b. Finance Committee (no report)
- c. Grounds CommitteePages 14-16
- d. Insurance, Legal and Safety Committee (no report)
- e. Outreach Committee (no report)

V. MANAGEMENT REPORT

- a. Manager’s Financial Report - Reserve Tracker..... Page 17
- b. April and May Nepenthe NewsPages 18-36
- c. 2020 Master Calendar Update Page 37-38
- d. Landscape Status Meeting MinutesPages 39-100

VI. HOMEOWNER CORRESPONDENCE.....Pages 101-105

VII. HOMEOWNER COMMENTS

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.

VIII. 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 D as presented.

<i>Begin Consent Calendar</i>

- a. **Approval of Minutes April 8, 2020 Open Session MinutesPages 106-109**

Proposed Resolution: The Open Session minutes dated April 8, 2020 are approved as presented.

b. Financial Statement: March 2020 and April 2020 Separate Packets

Proposed Resolution: The Board accepts the March and April 2020 interim financial reports and bank reconciliations as presented, subject to annual review.

The reports reflect a positive year to date variance of \$82,084.08 and reserve funding of \$642,120.11 compared to the reserve funding budget of \$726,492. The Association has \$427,825.23 in operating funds, which represents 1.38 months of budgeted expenses and reserve contributions. The Association has \$8,818,915.06 in reserve funds. Please see the Management report for more information.

c. Lien Resolution..... Page 110

Per the enclosed Resolution, 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
1946-01	\$1,038
2112-04	\$1,038
2389-02	\$1,038

d. Architectural Applications Separate Packet

The Board confirms the recommendations of the committee as noted below.

	Address	Application for	Recommendation
1	2249 Swarthmore	Window Replacements	Approval
2	200 Dunbarton	Window Replacements	Approval
3	2232 Swarthmore	Solatube	Approval
4	1026 Vanderbilt	Window Replacements	Approval w/ Cond
5	1384 Commons	Window Replacements	Approval
6	27 Adelphi	Window Replacements	Approval
7	1653 University	Fence Alteration	Approval
8	502 Dunbarton	HVAC Replacement	Emergency Approval
9	2328 Swarthmore	HVAC Replacement	Emergency Approval
10	615 Dunbarton	Creation of two new windows	Approval not recommended

End Consent Calendar

IX. UNFINISHED BUSINESS - None

X. NEW BUSINESS

- a. **Discuss installation of Bocce Ball court at the site of the current Elmhurst tennis courts.**

Some time ago a homeowner requested that the Board discuss the possibility of installing a Bocce Ball court. Manager will report on two meetings with contractors regarding the cost for building a court at the site of the current Elmhurst mixed use courts.

Action required: Discussion and possible resolution

Proposed Resolution: The Board directs management to solicit member input to gauge the interest for future discussion.

- b. **Discuss condition of the three tennis centers in the community.....Pages 111-119**

The Elmhurst courts are part of the above discussion due to their condition- see enclosed photos. It has been brought to management’s attention that the clubhouse courts also have a lot of cracks. Photos are provided.

Action required: Discussion and possible resolution

- c. **Review and adopt Grounds Committee Member DutiesPages 120-121**

The Grounds Chair and the manager have worked together to create the enclosed Member Duties for the Grounds Committee. The committee reviewed the document at their May 21 meeting and recommend it for Board adoption.

Action required: Board discussion and resolution.

Proposed Resolution: The Board approves the Nepenthe Association Grounds Committee Member Duties as presented.

- d. **Review Zone 2 Tree Report and authorize work as proposed.Pages 122-152**

On April 15th, Paul Dubois from The Grove Total Tree Care walked Zone 2. Various maintenance items were noted and eight trees are recommended for removal. Three of the trees are in Zone 3 and were on a prior report. The Grounds Committee had asked to have those trees pulled from the proposal in April 2019 to allow them time for more review. They have since voted to recommend their removal as well as all other work noted on the proposal from The Grove Total Tree Care.

Action required: Board discussion and possible resolution

Proposed resolution: The Board approves the proposal from The Grove Total Tree Care in the amount of \$15,560 payable from Reserve GL N23282 for Trees which has a remaining allocation for 2020 of \$189,881.

XI. HOMEOWNER COMMENTS

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XII. REPORT OF THE INSPECTORS OF ELECTION

XI. NEXT MEETING: Wednesday, July 1, 2020 at 5:30 pm in the Nepenthe Clubhouse

XII. ADJOURN 6:01 PM

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, April 14, 2020 at 5:30 pm conducted via videoconferencing

Members present: Jenny Smith, chair; Alan Watters, Lee Blachowicz, Ken Luttrell.

Absent: Mary Gray, Steve Farrar; Jan Summers, Nepenthe Board Liaison

Meeting was convened at 5:31 pm.

A. Welcome and Opening Remarks. None.

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

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

1. **200 Dunbarton Circle** – Revised application for windows replacement in this 5500 model of all the windows and doors, except the kitchen window. The living room and all three second-story bedroom windows are to be replaced with a vinyl-material Milgard Tuscan series dual-glazed windows door in Bronze exterior color via a retrofit installation. The configuration of the living room window and the master bedroom window in the second story directly above will be changed to be divided with vertical frame divisions in $\frac{1}{4} - \frac{1}{2} - \frac{1}{4}$, as allowed by the Architectural Guidelines for windows 84" wide and greater. The living room window's lower, narrower pane will be one undivided expanse of glass, a "picture" window. The three patio sliders in the den, dining room and kitchen are to be replaced with Andersen A Series French Doors in exterior color Dark Bronze. Because these doors face the fenced-in backyard, this change from Nepenthe's original look and the type of door will largely be invisible from the common area. Also, the long, narrow window in the stairwell will receive a "glass-only" installation of dual-glazed glass window and will not disturb the frame existing. Contractor is to be Southgate Glass. (Voting conducted via email.) **Approval Recommended.**

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

B.3. Homeowner Requests Not Approved:

2. **200 Dunbarton Circle** – Initial application for windows replacement in this 5500 model of all windows and doors, except the kitchen window. The living room and all three second-story bedroom windows were to be replaced with Andersen 100 series dual-glazed windows door in Bronze exterior color via new-installation installation. The three patio sliders in the den, dining room and kitchen were to be replaced with Andersen 200 Series French Doors in exterior color Dark Bronze. Contractor is to be Southgate Glass. The committee had concerns about how the appearance of these windows was not in keeping with the Architectural Guidelines and that the window installation would not be sealed properly against water intrusion. This initial proposal was rejected. **Approval not recommended.**

C. Approval of Minutes: done via email.

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

F. Old Business: None.

G. New Business: In Section 9, modification of Patio homes' front door statement. Alan agreed to draft a new sentence.

H. Next meeting. Next regular meeting on Tuesday, May 12, 2020, at 5:30 pm in the Clubhouse.

Meeting adjourned at 5:45 pm.

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

NEPENTHE ARCHITECTURAL COMMITTEE MINUTES

Tuesday, May 12, 2020 at 5:30 pm conducted via videoconferencing

Members present: Jenny Smith, chair; Alan Watters, Lee Blachowicz, Ken Luttrell, Mary Gray, Steve Farrar.

Also Present: Jan Summers, Nepenthe Board Liaison; Bettsi Ledesma, Nepenthe General Manager; Christina Romero, Asst. Nepenthe General Manager

Meeting was convened at 5:37 pm.

A. Welcome and Opening Remarks. None.

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

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

- 1. 2232 Swarthmore Drive** – Solar Tube installation in this 2000 model: A Solatube 160 DS Lighting system (ten-inch diameter) tube, without options, is to be installed over the second bathroom, the full bath off of the front room or den. The contractor is to be Byers, who warrants the work against leaks. **Approval Recommended.**
- 2. 1026 Vanderbilt Way** – Windows replacement in this 3000 model: Replace all windows and patio doors, the windows with vinyl-framed, dual-paned Simonton DaylightMax windows via new installation and the two patio sliding doors with Andersen 200 Series Narroline sliding doors via new installation. One window is to change configuration: the window in the stairwell, originally a non-opening fixed pane, will be replaced with a double-hung window. Ordinarily the type of window we use is the slider, but such a departure from the Guidelines has been allowed before for this window in this model. Hall's is to be the contractor. **Approval Recommended with Conditions:** that the homeowner shall be financially responsible for any water leaks and damage due to the windows installation.
- 3. 1384 Commons Drive** – Windows replacement in this 4000F model: using vinyl-framed, dual-paned Simonton DaylightMax windows in exterior color Bronze. Requested is permission to replace four windows: the front-façade living room window on the ground floor and all three bedroom windows on the second story. The contractor is Gary Lee with C.E.C.S. **Approval Recommended.**
- 4. 27 Adelphi Court** – Windows replacement in this 1625 model using vinyl-framed, dual-paned Simonton DaylightMax windows in exterior color

Bronze. Requested is permission to replace five windows, presumably the two front façade downstairs windows and all three second-story windows via retrofit installation. The contractor is to be Brothers Home Improvement. The Committee voted approval of the requested emergency status; Chair Jenny Smith recused herself from voting to avoid conflict of interest. **Approval Recommended.**

5. **1653 University Drive** – Fence alteration in this 2200 model. The Board had recently approved some extensive fence repairs for this home. Working with Jim Williams and Sons, the approved vendor for the fence repairs, the homeowners have created a plan to modify the fence and request permission to raise its height by one foot above the standard six-foot height. These new homeowners have purchased the house farthest to the east fronting on University, on the border of Nepenthe, and its fenced entrance patio abuts the bike path sloping up to the levee alongside Howe Ave. Nepenthe’s newly adopted design for fencing replacements calls for inserting one-foot tall “footer” boards at the base of the fence resting atop the soil and removing one foot of height from the top of all of the fence boards. In this case, the removal would not be done, yielding a seven-foot tall fence around the entrance courtyard. The additional height, given that extra foot on top, would provide a small measure of privacy in their very public location next to a public right-of-way outside Nepenthe. Voting conducted by email on May 15, 2020. **Approval Recommended.**

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

6. **502 Dunbarton Circle** – HVAC system replacement in this 4400 model: install a new 3.5-ton Carrier condenser and air handler, with the outdoor condenser remaining in its original location. The original refrigerant line set and control wire will be reused. The contractor is to be Comfort Control of Diamond Springs. The vote was five in approval with one abstention. **Emergency Approval Granted on May 19, 2020, with Conditions:** that no new wiring, i.e, a control wire, be installed on the exterior wall running from attic to ground level.
7. **2328 Swarthmore Drive** – HVAC system replacement in this 4400 model: install a new Goodman split system heat pump condenser GSZ140421 and air handler, with the outdoor condenser remaining in its original location. The original refrigerant line set and no new control wire will be installed. The vote was five in approval with one abstention. **Emergency Approval Granted on May 20, 2020.**

B.3. Homeowner Requests Not Approved:

8. **615 Dunbarton Circle** – Application for creating two windows in this 3300 model. Two horizontally-oriented rectangular windows were created on the

end wall of the living room on either side of the fireplace at a height of roughly five feet. The product installed is 18" x 48" dual-paned Andersen 100 Series, of Fibrex frame material, in Dark Bronze color. The vote was unanimous with one member abstaining. **Approval not recommended. See Appendix A for discussion.**

C. Approval of Minutes: done via email.

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

F. Old Business: None.

G. New Business: None.

H. Next meeting. Next regular meeting on Tuesday, June 9, 2020, at 5:30 pm in the Clubhouse.

Meeting adjourned at 6:29 pm.

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

APPENDIX A

Discussion about 615 Dunbarton Circle and its newly created windows

(Note that this discussion will not take up every argument put forth in the application and its accompanying documentation that have been set forth in favor of the creation of these windows.)

The Architectural Review Committee does not support the windows application and the windows as installed; its vote was unanimous against the application for the current installation.

The following points have been discussed:

- This is the only home in our community with two windows of the size and shape used and, thus, not in harmony with the rest of our community's architecture.
- It is the responsibility of the Nepenthe Architecture Review Committee and the Board, not the owner, nor the owner's architect nor the owner's neighbors, to ultimately determine what is architecturally suitable for our community.
- If Nepenthe approves this modification, we are setting the dangerous precedent of allowing homeowners to add windows to their dwellings without following the required step of gaining prior ARC and Board approval. This could cause a proliferation of such modifications and permanently alter the look of our community.
- The perceived need for more light is subjective and should have been a factor in the homeowner's decision to buy and occupy the home. Fenestration is an important feature of the appearance of our community and is not something that should be left to each homeowner's sole discretion.

Esthetics:

Nepenthe's architectural style is the Third Bay Tradition, a subset of Modern Architectural style. One of its hallmarks is the deliberate lack of or suppression of fenestration: frequently a particular façade of a home will have no windows or windows only in half of the facade. The far living room exterior wall of 615 Dunbarton was originally one such wall, blank except for the vertical brick chimney.

As one walks along Dunbarton Circle, one notices that the houses placed at the street end of their rows frequently turn a windowless or partially windowless façade upon the street. While it may be true that these new windows at 615 Dunbarton do not intrude on neighbors' privacy, these new windows are glaringly apparent from the street.

Product chosen:

The appearance of the frame chosen is not in keeping with the Architectural Guidelines. The product chosen, the Andersen 100 Series, has a substantially wider visible frame than the Guidelines call for. Moreover, the frame has a stepped profile, whereas Nepenthe prefers a flat and plain, undecorated appearance. Thus, the product chosen is not optimum.

Opinion of a Structural Engineer Concerning Compromised Structural Integrity

February 15, 2020

“I walked by ... 615 Dunbarton ... and I noticed something right away. The locations and width of those two windows has eliminated 2/3 of the parallel to wall lateral force resistance of the wall on that line. Until the HOA receives evidence that either the design of the remodel for installing those windows was reviewed and approved by the City for a building permit or a report by a Registered Professional Engineer is provided to the HOA stating that installing those openings in that wall line [are] acceptable I will be opposing approval of the application. The HOA is accepting responsibility for the capability of that wall to resist lateral force-induced loads parallel to the wall if they approve the application without receiving one or the other of those documents.”

Kenneth A. Luttrell, S.E., FSEAOC
Vice President
CYS Structural Engineers, Inc.
2495 Natomas Park Drive, Suite 650
Sacramento, CA 95833
(916) 718-5353 [Mobile]

Grounds Committee Meeting Minutes

April 16, 2020 @ 3:00 PM

Conference Call

ATTENDANCE

Members Present:

Steve Huffman, Chair

Christina George, BOD Liaison

Bettsi Ledesma, General Manager

Iris Bettencourt, Secretary/Zone 4

Ron Holehouse, Zone 1

Joleen Hecht, Zone 3

Diane Durawa, Zone 2

Liza Tafoya, Zone 3

Kay Chmielewski, Zone 4

Markus Dascher, Zone 5

Helga Dicker, Zone 5

Kathy Waugh, Zone 6

Solveig Toft, Zone 7

Marty Henderson, Irrigation Steward

Members Absent:

Diane Luttrell, Zone 1

Joan Trotta, Zone 6

Christina Romero, Assistant Manager

Contractors Present:

David Culbertson, Coast

Homeowners Present:

None

AGENDA ITEMS

February and March 2020 Minutes

- The February 2020 meeting minutes were moved, seconded, and approved.
- The March 2020 meeting minutes were moved, seconded, and approved.

Homeowner Comments

None attended meeting.

Coast Proposal and Progress Report

Proposals:

- **46893-58 Zone 5** - Moved, seconded, and recommended for approval by the Board.

Helga asked about a dead plant replacement that was not in the proposal. **David** stated it was included in a list of warranty replacement plants that are on order.

- **6893-59 Zone 6** - Moved, seconded, and recommended for approval by the Board.

During the proposal discussion, **Kathy** asked about:

- A Pistache tree needing replacement at 700 Elmhurst. **David** explained that the replacement preceded proposal **6893-59** so it was not included.
- A dead Azalea needing replacement. **Steve** asked **Kathy** to email him regarding the Azalea.
- An Azalea that had been stepped on. **Steve** asked **Kathy** to include this in the email regarding the dead Azalea.

Progress Report:

The progress report was a question/comment and answer session.

- **Joleen** asked about dead plants under warranty located on Swarthmore. She had reported them by email, but they have not been replaced. **David** stated the replacement plants are part of the next new plantings order.
- **Joleen** asked about five bags of grass clippings that were not picked up on Dunbarton. **Joleen** is to email **David** the impacted address.
- **Kay** asked (as she has done multiple times in both zone walks and meetings) about replacement of four Azaleas that died near the Dunbarton Cabana. **Kay** is to email **Steve** about them.
- **Diane D.** stated that throughout the zones it can be difficult to identify dead plants needing warranty replacement as homeowners may pull them out. She recommended a marking process be developed for zone stewards to identify these needed replacements.
- **Diane D.** stated grass seedlings on Swarthmore are not doing well due to lack of water. **David** stated the irrigation crew will increase watering to keep the seedlings moist.
- **Marty** requested a drip irrigation status. **David** stated drip installation will be complete in 1.5 weeks; **Marty** requested a walk-through at completion.
- **Steve** asked if proposal work needs to be prioritized to manage Coast's workload. **David** said no, **Coast** has the work underway or planned.
- **Steve** asked if the irrigation in the islands needs to be re-done due to the approved island proposal; he wants assurance there will be good irrigation within the projects. **David** stated he and **Juan** are examining the related irrigation on April 17.

Board Action April 8 Questions and Answers

- Island plantings and impacts of new valves:
 - **Christina** explained why the Board approved the island proposal even though the Grounds Committee recommended it be put on hold. The Board's goal is to create livelier and inviting entrances, which are important to the whole community and attractive to potential homebuyers. She added the island proposals do not stop zone stewards from proposing work within their zones.
 - **Kay** asked about camouflaging the new water valves and if it can be prioritized. **Christina** stated **Coast's** design team is working on this and it is on **David's** to do list.
 - **Marty** asked how many water valves will be installed. **Bettsi** stated nine above ground and eight or nine underground. Underground valves will be placed under sidewalks or in the landscape median.
 - **Steve** commented the water valves can be painted and/or have landscaping placed around them.
 - **Diane D.** asked if the funding for plantings camouflaging the valves comes from the Grounds reserves; **Christina** said yes. There was discussion about use of funding that has been set aside for water meter costs such as moving valves; **Bettsi** stated it would be a Board decision whether to use this funding for valve camouflage.
- Howe Avenue Berm Proposal:
 - **Christina** explained why the Board approved the berm proposal even though the Grounds Committee planned to review it further. The Board approved for the safety of landscape contractor employees as the berm slopes directly into oncoming Howe Avenue traffic. The proposal was approved with a lower cost option (leaf mulch).
 - **Steve** concurred the matter impacted safety.
 - **Joleen** questioned the impacted lawn removal and was reassured the entryway onto Swarthmore will still have lawn; lawn will only be removed from dangerous areas.
 - **Liza** asked if the City could be contacted regarding reducing the speed limit on Howe; **Bettsi** explained this was done in the past without success.

Process for Homeowner Requests

Helga gave feedback regarding the *Work Is Completed* section of the document. She recommended adding to subsection C the step zone stewards are to take if they feel completed work is not done satisfactorily. **Bettsi** agreed to add to the document that zone stewards are to inform the Grounds Committee Chairperson of such concerns.

Landscape Status Meeting Report:

- **Steve** stated that zone stewards will be sent weekly minutes from the status meetings with the issues impacting their zones highlighted.
- **Bettsi** is open to steward suggestions regarding agenda items for the meetings.

Items Unresolved from Past 2019 Meetings

- From October: photos of plants - **Steve** is continuing his efforts to photograph plants. He has taken photos of trees in their dormant, flowering, and leaf stages and of their bark.
- From December: Tree Numbering –
 - **Steve** met with **Paul** (The Grove) and received feedback that damage to existing tree tags is caused by squirrels.
 - Because of the enormity of re-doing the inventory, including a high cost, it will not be done.
 - Zone stewards can identify trees needing work by providing nearby resident addresses, photos, and other descriptions (north, south, east, west, front of house, near garage, etc.)

Grounds Committee Membership Application

Steve reminded members of the annual process to renew their committee membership and provided related information in his meeting package emailed on April 14.

The meeting adjourned at 4:10.

The next Grounds Committee Meeting is on May 21, 2020.

Nepenthe 2020
Reserve Tracker Report

GL Number	Reserve Component	2020 Beginning Balance	2020 Reserve Funding	Year to Date Expense	Current Balance with 2020 Reserve Funding	2020 Allocations*	Year to Date Expense	2020 Allocation Balance
22872	14000 - Recreation	20,463.06	3,744.00	-	24,207.06	630	-	630
22960	03500 Painting: Interior	13,977.18	2,535.00	-	16,512.18	3,822	-	3,822
23014	02000 Concrete	54,079.73	24,919.00	-	78,998.73	65,639	-	65,639
23103	Reserve Interest	0.00			-		-	-
23120	05000 - Roofing	3,991,665.67	835,166.00	50,852	4,775,979.67	46,490	50,852	(4,362)
23122	12000 - Pool & 13000 - Spa	183,733.77	43,461.00	520	226,674.77	16,300	520	15,780
23127	19000 - Fencing	292,157.42	73,018.00	7,512	357,663.31	77,973	7,512	70,461
23133	18000/100-115 - Landscaping-Irrigation	237,873.84	92,475.00	11,298	319,050.58	130,223	11,298	118,925
23146	21000 - Signage	36,269.24	4,345.00	-	40,614.24	6,829	-	6,829
23178	01000 Paving	861,576.92	149,240.00	-	1,010,816.92	10,250	-	10,250
23199	31000 - Reserve Study	3,844.72	2,010.00	-	5,854.72	615	-	615
L23133	26000 - Outdoor Equipment/Benches	239.73	63.00	-	302.73		-	-
L23135	03000 Painting: Exterior	651,759.38	176,362.00	-	828,121.38	32,149	-	32,149
15759	04000 - Structural Repairs	1,353,845.90	452,959.00	-	1,806,804.90	134,961	-	134,961
N22912	23000 - Mechanical Equip	76,407.67	5,402.00	-	81,809.67	1,891	-	1,891
N22991	20000 - Lighting	16,793.66	7,957.00	6,390	18,360.66	11,314	6,390	4,924
N23017	08000 - Rehab, 22000 - Office Equipment, 24000 - Furnishings, 24600 - Safety / Access, 25000 - Flooring, 27000 - Appliances	227,999.05	38,458.00	4,265	262,192.05	-	4,265	(4,265)
N23130	32000 - Undesignated	6,425.54	2,932.00	-	9,357.54	7,880	-	7,880
N23274	17000 - Tennis Court	122,359.25	13,391.00	-	135,750.25		-	-
N23275	18000/120-144 - Landscaping-Plantings	142,087.62	64,846.00	78,659	128,275.12	174,250	78,659	95,592
N23282	18000/160 - Landscaping-Trees	168,690.83	150,218.00	16,986	301,922.58	206,875	16,986	189,889
N22911	30000 - Miscellaneous / Underground Utilities	92,898.80	35,971.00	10,550	118,319.80	81,783	10,550	71,233
Totals		\$8,555,149	\$2,179,472	\$187,032	\$10,547,589	\$ 1,009,874.00	\$ 187,032.12	\$ 822,841.88

Estimated Ending Reserve Balance Per Study

9,953,246

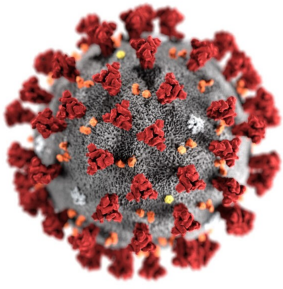
*Projected expenditures per the adopted Reserve Study for 2020

Updated:

5/6/2020

April 2020

Nepenthe Association



Large Association of the Year Northern California

THE NEPENTHE NEWS

Water Meter Installations Proceed

A Complete Guide Including Frequently Asked Questions

Water meters are top of mind for everyone in Nepenthe this week. Between the water shutoffs, the construction noise and the unsightly meters themselves, it's hard not to be aware of their installation.

This is a good time to run through the history of the meters to date and to address the most common questions that have been posed this week by the homeowners.

First, a little history...

In 2016, the Board of Directors voted to request individual meters at each address in the community. At the time that decision was made, it was not clear what the actual physical requirements would be. That changed in 2018 when the designers for the project contacted the association to start laying the groundwork.

At that time, management met with Michelle Eckard, engineer with Carollo Engineers, under contract with the City of Sacramento, to discuss the installation of water meters in Nepenthe as mandated by the State of California. Per City code, there were certain requirements made known to Nepenthe in order to install individual meters at each unit. Michelle attended the April 2018 Open Session meeting to provide the Board with answers to questions about these requirements and the potential costs to the Association.

The Board had two options:

Option 1: Install meters at the connection points between the public water system to

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New Look for Traffic Islands

At the April Board meeting the directors approved a proposal from Coast Landscape Management for redesigning eight of Nepenthe's fourteen traffic islands.

The goal behind the design is to create more inviting and lively entrance islands that match the more natural style of the existing landscape. The designer from Coast, Greg Dawson, proposed taking advantage of some the existing plant material in parts of the design. The three larger islands (the two for Dunbarton Circle and one for Elmhurst Circle) will feature cobble dry creeks as a reference our other dry creeks throughout the community, especially the one that runs south to University from the large traffic island at the end of Commons.

The entry islands are vital in establishing perceived value to potential new homeowners seeing Nepenthe for the first time. Thinking about property values is one of the main goals of any community association. During these times of uncertainty, using the allocated reserves for projects that can have a significant effect on property values will be prioritized.

When the community as a whole shows well, it benefits all homeowners individually when they put their homes on the market. All homeowners pay into the reserve fund and it exists



Annual Meeting– Candidates Statements

The Annual Meeting is soon approaching! The date of the meeting will be May 27, 2020. Ballots will be mailed out by April 17. Watch your mail for that. There are four candidates for the Board as announced in last month’s newsletter. They are (alphabetically):

Linda Cook

Mary Gray

Jan Summers

Liza Tafoya

Their candidates statements will be included with your ballot, but they are also included with this newsletter.

The Candidates’ Forum is Saturday, April 25th. As with all gatherings these days, this will be a “virtual” forum. To attend, follow the link below if you would like to use your computer’s camera and microphone.

<https://zoom.us/j/526991998?pwd=b0ZYUkFjbUVCS0pOZXZHb0xhQ3Nadz09>

To join by phone, dial +1 253 215 8782.

However you attend, you will need to enter the meeting ID: 526 991 998 and the password: 776271

Directors serve two year terms. There are two open positions and four candidates. Making a thoughtful selection is an important part of membership.

February Budget Report

Actual year-to-date income of \$612,119 versus year-to-date budgeted income of \$620,094 produced a negative income variance of \$7,975.

Actual year-to-date operating expenses and reserve contributions of \$700,375 versus year-to-date budgeted expenses of \$620,094 produced a negative expenses variance of \$80,281. The contribution for the reserve fund expense twice in February bringing the numbers into better alignment with the budget.

The two combined variances produced a negative year-to-date variance of \$88,256 which is expected to flatten out on the income statement in the March financials.

February Cash Flow Report

Sources / Uses	Operations	Reserves
Beginning Balance 1/1/2020	242,071	8,501,059
Plus Income	608,420	
Reserve Investment Income		3,699
Contributions to Reserve		363,246
Less Operating Expenses	(257,440)	
Reserve Funding	(363,246)	
Reserve Expenditures		
Due to Operating		(55,214)
Receivable from Management	(0)	
Ending Balance 01/31/2020	\$281,632	\$8,812,790

Water Meters, continued

the private association-owned water system. The monthly cost of water would be borne equally by the owners in their regular assessment payments to Nepenthe.

Option 2: Install individual meters at each address within Nepenthe. The association would be required to undertake necessary pipe exposures and improvements before the City would install the meters. The association would also be required to record necessary easements for the utilities. The owners would continue to pay the City directly for water.

On April 4th, 2018, the Board made the decision to approve Option 1 and install meters at the connection points only.

The Board then contracted with Wood Rodgers Engineering to perform an analysis of both options. The Board felt that, although the decision had already been made, it was their fiduciary duty to ensure it was the proper decision by relying on the advice of experts as Civil Code requires them to do.

Kevin Gustorf of Wood Rodgers completed the analysis and held two "Water Meter Forums" to present the findings and answer questions from the owners. The report and presentation can be seen on the community website at www.NepentheHOA.com/water-meter-installation-project.

The firm was also retained to inspect and report on the existing condition of our water system and make recommendations for optimal meter installations that would provide the most water cost savings. Their recommendations were followed by the Board and the final agreement between the City and Nepenthe was executed in April 2019.

The City started in February to locate existing utilities. Construction to install the meters began in earnest this week, April 6 through 10, 2020.

Now, on to the questions:

Q: Why are the meters placed in those particular locations?

A: The meters are placed at the point of connection between the city water line and the association's private line. The City requires that all meters be installed above ground whenever possible. The only time they are installed below ground is when the existing land features make it impossible to install above ground. Examples of the features that make above ground installation impossible are roads or mature large trees.

Q: Why are the meters so ugly?

A: While they are ugly, they can be painted dark green or covered with a backflow blanket. The association can also install landscaping to shield the view. In fact, the directors approved a contract for landscape improvements on traffic islands at their April 8 meeting- look for more information elsewhere in this newsletter. Like the transformer boxes that belong to SMUD, we may find that after time, we don't even "see" the meters.

Q: Is it true that if the association had opted for individual meters, we wouldn't have to look at this above-ground equipment?

A: That is partially correct. While individual meters would have been below-ground in the alleys, other equipment like valves and backflows would have been installed in various locations above-ground. This is a normal part of a modern water system. Let's not forget that those individual meters would have come at great expense financially and their installation would have been much more intrusive and disruptive than the work currently underway.

Q: Is this considered "essential" work? Why are they continuing with this project while we are under a public health order to stay home?

A: According to www.metersmatter.org, the City of Sacramento's webpage: "Water meter and main line construction has been deemed an essential infrastructure project and therefore construction will continue through the COVID-19 shelter in place order. City staff, contractors, and their workers shall take all reasonable precautions to prevent the spread of the COVID-19 virus as recommended by the Centers for Disease Control and Prevention, California Department of Public Health, Sacramento County Department of Health Services, or any other governmental entity that issues COVID-19 recommendations. This includes, without limitation, those recommendations regarding sanitation of work sites, hand-washing, and social distancing."

Q: How will I be billed for water when these meters are installed?

A: For a period of one year after the installation, owners will continue to be billed by the City of Sacramento under their old rate. The association will receive quarterly reports from the City showing the actual water usage from the meters in the

Water Meters, continued

community. This information will be shared with the homeowners in *The Nepenthe News* when it is received. The purpose of the report is to help the association budget for the increased water costs. After the one-year period, the association will receive the invoices and the homeowners will cease to be billed for water by the City. The goal is to adjust the monthly dues for the homeowners for 2021 to adequately cover the cost of water for the association, including common area irrigation and the water used by each unit. That year-long period will hopefully yield enough information to create an accurate budget.

Q: Will the association bill the owners for water based on unit size?

A: No. The CC&Rs, Article VIII, Section 8.2(e) mandates that all regular assessments be shared amongst units equally. Owners may feel that this will not encourage water conservation within the community or that some households, by virtue of having less occupants per unit, will carry a disproportionate share of the burden. It is documented that outdoor irrigation is a large portion of a residence's water use. As the homes in Nepenthe have fairly small fenced patios, this common denominator suggests that water use per unit is more uniform than it may appear regardless of the number of occupants. It can also be noted that most of the homes in Nepenthe are occupied by a pair of individuals. Many are occupied by single occupants and the smallest portion of homes are occupied by three or more individuals. This demographic supports the idea that the water use is fairly uniform throughout the community.

Q: When will they be done with the project?

A: Samuel Florez, the Project Manager is anticipating that the work will be completed by April 30. Like every other endeavor, this project has been impacted by the pandemic. Supplies have slowed and, as a manager, he has had to implement new protocols to keep his staff safe. Even so, he still anticipates being finished by April 30.

Lastly, what's next?

Nepenthe can expect to see continued water shutoffs throughout April. It's important to note that the shutoffs only occur between 9:00 am to noon. When a notification goes out saying that an area may experience shutoffs, that does not mean that each home WILL have its water shutoff- only that it MAY experience a shutoff. Even then, it is not usually for an entire three-hours, but

may be intermittent.

Sometimes, when the crews have the lines open, a small amount of dirt can fall in. When the homeowner turns on the water again it can be alarming to see brown water coming out of the lines! Running the water for a few minutes will clear it up.

To be as helpful as possible, management will send a brief eblast every afternoon to inform homeowners of where work is expected the next day. The notice will include a link to a Nepenthe map to provide the exact area where work is expected to occur. The information provided will be as complete as what the contractor provides to management.

As stated earlier, the work is expected to be completed by April 30th barring any unforeseen difficulties. Please contact management if you have any further questions.



Typical above-ground meter.

Traffic Islands, continued

for the benefit of all. This project is a lovely way to use part of this year's allocation for the good of the neighborhood.

The plant choices are as dynamic and varied as Nepenthe itself. Many are ones that we are used to seeing throughout Nepenthe, but some are new to us. Some of the new plants include a groundcover called biokovo geranium:



Other plant choices are Alstromeria Roselind:



Nepeta faassenii, more commonly known as catmint:



And Polygala Petite Butterfly, which looks very interesting:



Currently the planting crews are working in Zone 1 implementing the proposal that was approved at the March 4 Board meeting, but keep your eyes open— you'll soon see fresh and new looking islands throughout the community.



Nepenthe Association
1131 Commons Drive
Sacramento, CA 95825

Phone: 916-929-8380
Nepenthe.HOA@FSResidential.com

Office Hours:
Monday—Friday 9:00 AM to 6:00 PM
Saturday 10:00am to 2:00pm
Sunday—Closed

www.NepentheHOA.com

Management Staff:

Betsi Ledesma, General Manager, Betsi.Ledesma@fsresidential.com

Christina Romero, Assistant Community Manager, Christina.Romero@fsresidential.com

Nirmal Dhesi, Assistant Community Manager, Nirmal.Dhesi@fsresidential.com

Other Important Contacts:

First Service Residential 24-hour Customer Care Center at 1-800-428-5588

Power Outage: 1-888-456-SMUD

Nepenthe Insurance Questions? Need a certificate? Call management 916-929-8380

City of Sacramento (garbage, recycling, city street parking enforcement): 3-1-1

Board of Directors:

President, Christina George President@NepentheHOA.com

Vice President, Linda Cook VicePresident@NepentheHOA.com

Secretary, Jan Summers, Secretary@NepentheHOA.com

Treasurer, William Vizzard Treasurer@NepentheHOA.com

Member at Large, Greg Beale Director@NepentheHOA.com

Committees

Board of Directors Open Session Meeting

**5:30pm in the Clubhouse
April 8, 2020**

Committee Meetings:

Times, dates and locations of meetings can be found on the website at <http://nepenthehoa.com/event-calendar/>

or on the bulletin board outside of the Clubhouse.

Architectural Review Committee

Chair: Jenny Smith

ARC@nepenthehoa.com

Elections Committee

Chair: Yvonne Del Biaggio

Finance Committee

Chair: Open

FinanceComm@nepenthehoa.com

Grounds Committee

Chair: Steve Huffman

GroundsComm@nepenthehoa.com

Insurance, Legal and Safety Committee

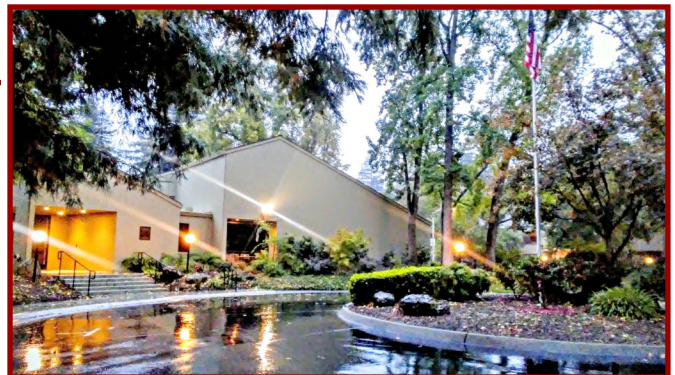
Chair: Nancy Arndorfer

ILS@nepenthehoa.com

Outreach Committee

Chair: Pam Livingston

Outreach@nepenthehoa.com





My name is Linda Cook. I have resided in Nepenthe for about 14 years. The purpose of this statement is to announce my intention to be a candidate for re-election to the Nepenthe Board of Directors.

My goals as a Director would be to ensure that Nepenthe HOA remains a financially responsible entity and serves the needs of residents and community. Safety and physical condition of the buildings and grounds are a high priority for me; I walk the shaded paths and trails of Nepenthe area, almost daily. I will strongly encourage the residents' active participation and engagement in the operation, management, and Board oversight for the good of our entire community. **Most importantly, as a Board Director I would be accessible to residents to discuss concerns and issues that affect our daily lives and welfare in this community.**

My knowledge and experience in the area of community governance and participation qualify me to provide responsive leadership on the Nepenthe Board of Directors: Current Nepenthe Board Director, Past President and Board Officer of the East Sacramento Improvement Association, Executive Board Society for the Blind, National Education Board Liaison for National Geographic, and Sutter Hospital IRBoard member. I have worked in conjunction with City of Sacramento City Council, City Planning and Review, and City Historic Preservation. As an Educator and Administrator for more than 41 years; I was responsible for the compliance and coordination of state/federal legislation, grants and awards with annual budgets of approximately 10-30 million dollars. I have been a member and officer of professional and Educational organizations at local, state, and national levels.

As a Nepenthe resident, I have served as a Board Director since 2016; and served as former Chairperson of the Nepenthe Social/Outreach Committee and initiated the successful, "Jazz at the Pool" summer concerts, as well as other social events. I currently serve as the Vice President of the Nepenthe Board of Directors, and Liaison to the Outreach Committee.

I have always taken much pride in my home and community, and believe that each of us contributes to the quality of our Nepenthe community. As a Director, I would work to make this statement a reality for the residents of Nepenthe.

INITIAL QUESTIONS FOR RECRUITING BOARD CANDIDATES
1/28/2020

1. How long have you been a resident/owner in Nepenthe?

I have resided/owned my home in Nepenthe since 2010.

2. Have you served on any organizations or committees that would relate to your work as a Nepenthe Board Member? Have you served on any Nepenthe Boards in the past?

I have been involved in Community leadership since 1990. Past President of East Sacramento Improvement Association, Mayor's Select Committee on Historical Preservation, Past Chairperson of Nepenthe Outreach Committee, 2012-2018. Nepenthe Board Director, 2015-Present.

3. Tell us about your background and experience that would relate to a Board Member appointment. (volunteer, professional, other Board positions, etc.)

Educational Administration, federal legislation and funding. Elected/appointed Elected/Appointed leader in numerous national and state professional associations; President Elect CA Association of State and Federal Programs, CA Association of School Administrators. Sutter Hospital Institutional Review Board, Docent Crocker Art Museum, Arts and Business Council member, Consultant for National Geographic Educational Programs.

4. Duties of Board Members typically involve about 8-20 hours per month (executive and open Board meetings, liaison to a committee, etc.). Would you be able and willing to make this commitment of time? **YES**

5. Are you willing to listen, interact and engage in public discussion? Are you able to use information from others to form your own opinion?

Working in my community to improve livability and life style of residents has always been a priority for me. I enjoy working with people in all aspects of professional and leisure activities. I am a good listener and try to understand perspectives of all persons involved in a discussion or disagreement. I have always been capable and proud to form my own opinion based upon information and research

6. Have you had experience in resolving disagreements and, if so, how?

As a Committee Chairperson and a Nepenthe Board Director there have been many opportunities to discuss and resolve disagreements.

"The Nepenthe Association is not responsible for the design or content of the candidates' statements. Distribution of statements does not imply agreement with claims or proposals made in the statements."



My name is **Mary Gray** and have I have lived in Nepenthe for 9 years. It is a fabulous place to live – beautiful and most importantly filled with wonderful neighbors. I am currently on the Architectural Review Committee

I am very fortunate to live here. I feel very strongly about both preserving the quality of life and ensuring that we remain fiscally sound. Dues have continued to rise over the past nine years – Cost do increase however it is important to evaluate our expenditures and always look for creative ways to save while preserving a high quality of life.

My job for many years involved working closely with many different governmental agencies. I had to collaborate and find ways for us to work better together in order to deliver a very large transportation program. I learned very quickly that listening is vital and diversity of opinion critical to developing the best solutions.

I am the best person for this job because I not only care deeply about our community, I also have a background in collaborative decision making. I am currently part of a teaching team at Stanford University and my focus is communication and innovative decision making. I will bring these skills to this position.

You can count on me to listen to your concerns and ideas. I will strive to find the best solutions to issues you have.

I have spoken to many of my neighbors about running for this position and I have their support.

We live in an amazing and unique community. It is important to preserve and enhance the quality of our neighborhood while creatively working to keep the dues reasonable.

INITIAL QUESTIONS FOR RECRUITING BOARD CANDIDATES -1/28/2020

1. How long have you been a resident/owner in Nepenthe?
9 years
2. Have you served on any organizations or committees that would relate to your work as a Nepenthe Board Member? Have you served on any Nepenthe Boards in the past?
I have been on the architectural review committee for 2 years
3. Tell us about your background and experience that would relate to a Board Member appointment. (volunteer, professional, other Board positions, etc.)

Professional

- 20 plus years as an environmental planner which involved land acquisition, assessment of the effects of change and a look to the future for indirect impacts
- I developed and lead interagency collaboration workshops across the country with the goal of finding ways to work better together. Being able to listen and ask questions was vital
- Real Estate agent which has given me a good understanding of what most buyers value and where their concerns tend to be

Volunteer

- On my son's soccer team helping to organized trips, carpools and events
- For my son's swim team, timing and helping with meets
- At my son's schools, I worked in the classroom, on fund raisers and with field trips
- I am a volunteer Photographer at the Crocker Art Museum
- I volunteer at a local Food Locker for the hungry
- Captain tennis teams for over 10 years

Board Member

- I was on a local credit union board with general oversight responsibilities
- I am on the Sacramento Stanford Alumni Board. I help organize events and participate in expanding the membership

4. Duties of Board Members typically involve about 8-20 hours per month (executive and open Board meetings, liaison to a committee, etc.). Would you be able and willing to make this commitment of time?

Yes

5. Are you willing to listen, interact and engage in public discussion? Are you able to use information from others to form your own opinion?

Yes - I have had to develop my listening skills to be successful in many aspects of my professional life. When we held public meetings and collaboration sessions it was vital to be able to gather information and resolve conflicts. To me, it is key to listen. I remind myself that I have 2 ears and 1 month for a reason

6. Have you had experience in resolving disagreements and, if so, how?

Yes. I worked on large transportation projects that were, many times, very controversial. The public did not want them "in their backyard". Governmental agencies did not want the impacts to the resources they were responsible to protect. I had to organize meetings, workshops and develop surveys to first find out what the concerns were. I then had to work collaboratively to resolve the issues

Candidate Statement for Jan Summers

Length of Residency in Nepenthe: 5 years

Background: Twelve yrs. With Southwest Airlines Marketing Team opening City of Sacramento in 1980, followed by Baltimore and Chicago. Three (3) years Sales & Catering with Radisson Hotel Sacramento. Joined the County of Sacramento Airport System as Mather Airport completed the USAF Environmental Cleanup at former Base, then moved into Airport Properties Leases and Agreements at International Airport (17 yrs.).

- **Professional Experience:** Meeting Planner with Meeting Planners Intl., Assistant Professor Dept. of Consumer Affairs, Auburn University

- **Community Boards:**

Current: Secretary, Board of Directors, Nepenthe

Board Liaison to the Architectural Review Committee, Nepenthe

Director of Sacramento County Retiree Association, delegate for chapter at the annual conference in Visalia.

Director with CSUS Renaissance Society Board/ Governance and Advance Planning

Director for Event Planning, Indiana University Alumni Board

Past: Board Member of Hiddenbrook Homeowners Association, Herndon, VA

- **Education:** Graduate: Master of Fine Arts (MFA) Indiana University College of Arts and Sciences, Bloomington, IN
B.S./B.A. Wittenberg University
Advanced Design Studies, Antioch College, Yellow Springs, OH

Other Volunteer Service: Currently working closely with the CSUS dean of students during this COVID-19 crisis that has delayed classes & disrupted the campus & the related community. We need certain programs to stay open & viable; President Nelson & his staff are 100% supportive. Because of my academic background and ability to speak clearly of issues but not be judgmental, am encouraged to engage with the students, remaining open to listening to their deep concerns.

Goals and Focus of Efforts: My focus in becoming a Board Member is to continue to serve the homeowners *who are our constituents*; to hear and address their concerns; and be one of their voices on the Board. To provide oversight for our common interests and help the Board to achieve its strategic goals.

1521 University Ave.
Sacramento, CA 95825

The Nepenthe Association is not responsible for the design or content of the candidates' statements. Distribution of statements does not imply agreement with claims or proposals made in the statements.

Jan Simmons

INITIAL QUESTIONS FOR RECRUITING BOARD CANDIDATES

1/28/2020

1. How long have you been a resident/owner in Nepenthe?

6 yrs

2. Have you served on any organizations or committees that would relate to your work as a Nepenthe Board Member? Have you served on any Nepenthe Boards in the past?

1. Nepenthe Board (past 2 yrs)
2. Director with Sac County Retiree Assoc.
3. Director of programs with Renaissance Society, CSUS

3. Tell us about your background and experience that would relate to a Board Member appointment. (volunteer, professional, other Board positions, etc.)

Professional: Manager Leases & Agreements, Sac County Airport System
Liaison of Architecture Review Committee
Volunteer: CSUS Forums Committee: selecting speakers through process, questions, information
Director with CSUS Renaissance Board, ad hoc future planning, nomenclature and programs; working with the CSUS division & Dean of Students.

4. Duties of Board Members typically involve about 8-20 hours per month (executive and open Board meetings, liaison to a committee, etc.). Would you be able and willing to make this commitment of time?

yes

5. Are you willing to listen, interact and engage in public discussion? Are you able to use information from others to form your own opinion?

yes

6. Have you had experience in resolving disagreements and, if so, how?

yes -

1. listening 1st, asking questions, 2nd no judgment over resolution then Q & A, discussion.



Liza
Tafoya

Greetings, fellow neighbors! As a 22-year resident of the Nepenthe community, it is my priority to maintain the highest standards for our community's future as it relates to the continued maintenance of common areas, landscaping upkeep and the modernization of utilities such as meters and fencing. I see vast opportunity to bridge the generational gap by encouraging community members of each generation to work collaboratively toward bettering our shared living space and believe a diverse approach from the varied backgrounds of our residents will be what sets us apart from other communities and enable us to reach our fullest potential.

I began living in our community while I was working at the department of Internal Affairs with the State of California. Over the span of my career, I have worked in various capacities with the Department of Parks, Department of Rehabilitation, Department of Motor Vehicles – Investigations. My most enjoyable experiences included special assignments I shared with our State of California enforcement/legal teams.

Since retirement, I've devoted my time volunteering on the Nepenthe Grounds Committee, and at my grandchildren's elementary classrooms in the Sacramento Unified School District. I am fortunate to have the opportunity to assist our great educators and children in the classroom. The skills I have gained during my career and while volunteering will enable me to be an effective and collaborative leader to our community and fellow board members.

From the mouths of 3rd graders, "Together, we will succeed"!

How long have you been a resident/owner in Nepenthe?

22 years

Have you served on any organizations or committees that would relate to your work as a Nepenthe Board member? Have you served on any Nepenthe Boards in the past?

I currently serve on the Grounds Committee with previous postings to our board.

Tell us about your background and experience that would relate to a Board Member appointment.

I believe my professional background in compliance and audit will aid in the fiscal health of our community. My current community position affords me understanding of our current needs.

Duties of Board Members typically involve about 8-20 hours per month. Would you be able and willing to make this commitment of time? Yes.

Are you willing to listen, interact and engage in public discussion? Are you able to use information from others to form your own opinion?

Throughout my professional career I embrace working with others in order to solve problems, communicate and exchange information. My belief is to foster cooperation through civil and understanding communication. I understand the importance of compromise but also feel comfortable holding my ground when standards necessitate assertiveness. It is of vital importance to me that everyone gets the opportunity to share their ideas and express opinions so that a solution can be to the greatest possible appeasement of the community with the best intentions in mind.

Have you had experience in resolving disagreements and, if so, how?

As a Grounds Committee member, my role is constantly changing to meet the needs of our community. Currently, the Grounds committee is improving the way we interact with the board of directors and management team. I am currently serving on an Ad hoc committee responsible for revising the application allowing homeowners to plant in common areas. Despite the fact that our committee is diverse and share many viewpoints, our common goal is to work together to improve and preserve the beauty of our community. This is achieved through compromise and resourceful discussion and working to come together in the best interest of the community.

**INITIAL QUESTIONS FOR RECRUITING BOARD
CANDIDATES
1/28/2020**

- 1.) How long have you been a resident/owner in Nepenthe?
 - a. I have been a resident of the Nepenthe development since 1998. (22 years)
- 2.) Have you served on any organizations or committees that would relate to your work as a Nepenthe Board member? Have you served on any Nepenthe Boards in the past?
 - a. I currently serve on the Nepenthe Grounds Committee. I have held a position on the Board of Directors in the past as well as previous positions to the Grounds Committee.
- 3.) Tell us about your background and experience that would relate to a Board Member appointment.
 - a. Currently, I am retired from the State of California and actively serve as a volunteer for the Sacramento City School District at Phoebe Hearst Elementary. My duties include the organization and execution of administrative activities for teachers as well as tutoring students in reading. I believe my professional background in compliance and audit will aid in leaving no stone unturned as it pertains to the fiscal health of our community while continuing to maintain and improve the beautification of our homes and common areas.
- 4.) Duties of Board Members typically involve about 8-20 hours per month. Would you be able and willing to make this commitment of time?
 - a. Yes.
- 5.) Are you willing to listen, interact and engage in public discussion? Are you able to use information from others to form your own opinion?
 - a. Throughout my professional career I embrace working with others in order to solve problems, communicate and exchange information. My belief is to foster cooperation through civil and understanding communication. I understand the importance of compromise but also feel comfortable holding my ground when standards necessitate assertiveness. It is of vital importance to me that everyone gets the opportunity to share their ideas and express opinions so that a solution can be to the greatest possible appeasement of the community with the best intentions in mind.
- 6.) Have you had experience in resolving disagreements and, if so, how?
 - a. As a Grounds Committee member, my role is constantly changing to meet the needs of our community. Currently, the committee is improving the way we interact with the board of directors, management, and landscape contractor, I am currently serving on an Ad Hoc committee responsible for revising the application allowing homeowners to plant in common areas. Despite the fact that our committee is diverse and share a multitude of opinions, our common goal is to work together to improve and preserve the beauty of our community. This is achieved through compromise and resourceful discussion around each other's ideas and working to come together in the best interest of the community.

Nepenthe Annual Elections



May 2020

NEPENTHE NEWS



Turn in your ballots!

The Annual Election of the Nepenthe Board of Directors is approaching with the Annual Meeting to be held on

Wednesday, May 27th at 5:00pm

This year two Director positions are up for election and the candidates are:

Linda Cook

Mary Gray

Liza Tafoya



Let's Talk...

Are you feeling like you are missing the eblasts from the office? If so, you might want to give us a call to ensure that we have your current email address on file.

We have also created a page on the community website where we will be copying every eblast, with the newest on top, so you can always see what the most recent communication has been. We

don't want anyone missing out and we hope this is a help to you.

The page is right on the home page and is titled "Recent Communications"- look for the little email graphic like the one to the left of this column.

The direct link to the page is: <https://nepenthehoa.com/recent-communications/>.

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March Cash Flow Report

Sources / Uses	Operations	Reserves
Beginning Balance 1/1/2020	\$242,071	\$8,501,059
Plus Income	\$605,973	
Accounts Payable	\$51,826	
Pending Reserve Expense		
Reserve Investment Income		\$6,146
Contributions to Reserve		\$544,869
Due from Reserve	\$12,835	
Less Operating Expenses	(\$422,917)	
Reserve Funding	(\$538,723)	
Reserve Expenditures		(\$324,246)
Miscellaneous		\$12,835
Ending Balance 1331/2020	\$242,071	\$8,501,059

March Budget Report

Actual year-to-date income of \$925,087.33 versus year-to-date budgeted income of \$930,141.00 produced a negative variance of -\$5,053.67

Actual year-to-date operating expenses and reserve contribution of \$973,932.01 versus year-to-date budgeted expenses of \$930,141.00 produced a negative variance of (\$43,791.01). The two combined variances produced a negative year-to-date variance of -\$48,844.68.



Pools Update

For the safety of all residents, all pool facilities have been closed due to the COVID-19 pandemic, as advised by City, County, and State recommendations and regulations.

The Board of Directors is closely monitoring updates and recommendations from local ordinances and is hopeful to reopen the amenities safely, as soon as able. We thank you for your patience and understanding while we navigate this unsure and difficult time.

Approved Proposals

The following proposals were approved in the May 6th Executive Session Board Meeting:

COAST

- ◆ Proposal 46893-58 ~ \$4,317.00 ~ Zone 5
- ◆ Proposal 46893-59 ~ \$3,814.00 ~ Zone 6
- ◆ Proposal 46893-60 ~ \$3,825.00 ~ Various locations

JAMES E WILLIAMS & SON (JWS)

- ◆ Proposal JWS-2761 ~ \$72,599.10 ~ Clubhouse Siding
- ◆ Proposal JWS-2761 ~ \$853.49 ~ Fence
- ◆ Proposal JWS-2670 ~ \$3,985.51 ~ Fence
- ◆ Proposal JWS-2759 ~ \$3,270.90 ~ Fence

Do You Bocce?

Based on a homeowner suggestion, the Board of Directors is considering adding a Bocce Ball court in place of one of the two tennis courts at Elmhurst/University. Bocce is closely related to British bowls and French pétanque, all having developed from games played in the Roman Empire.

Like pickleball, bocce ball has simple rules, making it a fun and easy game for residents of all ages to learn and play. There are two teams, each with four larger balls, the bocci. There is also one small ball, the pallino. Play begins when a

"Bocce is the third most popular sport in the world, after soccer and golf."

member of one team throws the pallino across the court. The teams then switch off throwing the bocci at the pallino where it has landed. After all the bocci have been thrown, the team with the bocci closest to the pallino wins the point.

Bocce is the third most popular sport in the world, after soccer and golf.

George Washington built a bocce court at Mount Vernon in the 1780s.

The surface of a bocce court can be composed of stone dust, dirt, clay, grass or an artificial material.

Regulation bocce courts are 91 feet long by 13 feet wide, and variations are acceptable if foul lines, mid-court lines and inbound markers are designated.

Management is obtaining proposals for Board consideration.



Garage Use Reminder

As a reminder, using garage space for non-parking purposes (i.e., storage, games, hobbies, boats, recreational vehicles, etc.) is prohibited in Nepenthe.

Garages should be maintained to accommodate maximum vehicle parking.

Please reference Nepenthe's Community Rules for more details or contact Management with any questions.

During this COVID-19 crisis, it has become apparent that many people are parking on the



streets in the community.

Think of how much safer it is for the cars and attractive for the residents when vehicles are parked in their garage!

Renting Out Your Home?

Did you know that Nepenthe has rental requirements within the CC&Rs and the Community Rules? If you are unsure of these requirements, please contact Management or access the information on the community website at www.NepentheHOA.com.

Some of the requirements are that

all leases must be in writing and a copy must be furnished to the association. Additionally, tenants must complete a Resident Information Form annually.

Other restrictions have to do with the length of the lease. For example, short term or vacation rentals are prohibited. The shortest lease

permitted is six months.

The most important thing you can do is communicate! Let management know who is in your home. Let your tenants know what the community rules are and who they can contact with questions.

An Excerpt from the Standards and Practices for the Board

This document was adopted by the Board of Directors in 2013. It is provided to every new director. It is excerpted here for your benefit, but the full document is available on the community website here: https://nepenthehoa.com/wp-content/uploads/2020/05/Standards_Practices_Board.2013-12-23.pdf

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

A. Composition

The Nepenthe Association is governed by a board of five elected directors.

B. Duties

The fundamental duty of the Board is to make timely, prudent and ethical decisions to ensure the fulfillment of the Association's purpose, which is to maintain the property and to respond to homeowner requests for service and information.

The board has six core responsibilities:

- Comply with and enforce the governing documents
- Inform homeowners and encourage their participation
- Manage finances
- Maintain records
- Engage and direct a manager or management company
- Plan for the future

C. Leadership

Board members are expected to demonstrate the attributes of good leaders. Among these are honesty, civility, discipline, frugality, foresight and decisiveness. The Board will be ever-mindful that its conduct serves as a model for the manager and staff, vendors, committees and all homeowners.

D. Service

It is the Board's duty to serve the entire membership. Board members will subordinate their own interests to those of the community. They will not use their positions to reward themselves or their supporters or to punish their detractors.

Each director will read, sign and abide by the Association's conflict-of-interest statement.

E. Accountability

The Board may assign certain tasks to the manager, committees and others, but it may not assign accountability for the results. The Board is solely responsible for the operation of the Association.

F. Type of Board

The Nepenthe Board is a policy board, not a managing board, i.e., it sets policy for the Association and hires a competent manager to implement its policies. The manager is responsible for the day-to-day operation of the Association, and the Board does not assume or interfere with management functions except in emergencies.

G. Consensus

The Board will strive for consensus while being aware that unanimity is not always possible or even desirable. A requirement for unanimous decisions would allow a minority of one or two directors to thwart the will of the majority.

H. One voice

When the Board is divided on an issue, those directors in the minority may not interfere with management's implementation of the decision.

The Board President, as Chief Executive Officer, has sole responsibility for communicating board policy to management and primary responsibility for communicating policy to homeowners. The President is accountable to the Board and may be removed from office for failure to perform this critical task. The President may assign some of his duties to willing directors, unless the board objects, but retains responsibility for seeing that those duties are carried out.



Nepenthe Association
1131 Commons Drive
Sacramento, CA 95825

Phone: 916-929-8380
Nepenthe.HOA@FSResidential.com

Office Hours:
Monday–Friday 9:00 AM to 6:00 PM
Saturday 10:00am to 2:00pm
Sunday–Closed

www.NepentheHOA.com

Management Staff:

Betsi Ledesma, General Manager, Betsi.Ledesma@fsresidential.com

Christina Romero, Assistant Community Manager, Christina.Romero@fsresidential.com

Nirmal Dhesi, Assistant Community Manager, Nirmal.Dhesi@fsresidential.com

FirstService Residential Customer Care Center: 1-800-428-5588

Other Important Contacts:

After-Hours Customer Care Center at 1-800-428-5588

Power Outage: 1-888-456-SMUD

Nepenthe Insurance Questions? Need a certificate? Call management 916-929-8380

City of Sacramento (garbage, recycling, city street parking enforcement, etc.): 3-1-1

Board of Directors:

President, Christina George President@NepentheHOA.com

Vice President, Linda Cook VicePresident@NepentheHOA.com

Secretary, Jan Summers, Secretary@NepentheHOA.com

Treasurer, William Vizzard Treasurer@NepentheHOA.com

Member at Large, Greg Beale Director@NepentheHOA.com

Committees

Board of Directors Open Session Meeting
5:30pm in the Clubhouse on the 1st Wednesday of every month.

Architectural Review Committee
Chair: Jenny Smith
ARC@nepenthehoa.com

Elections Committee
Chair: Yvonne Del Biaggio

Finance Committee
Chair: Open
FinanceComm@nepenthehoa.com

Grounds Committee
Chair: Steve Huffman
GroundsComm@nepenthehoa.com

Insurance, Legal and Safety Committee
Chair: Nancy Arndorfer
ILS@nepenthehoa.com

Outreach Committee
Chair: Pam Livingston
Outreach@nepenthehoa.com

Committee Meetings:
Times, dates and locations of meetings can be found on the website at <http://nepenthehoa.com/event-calendar/> or on the bulletin board outside of the Clubhouse.

Important Dates for May

- ◆ Architectural Review Committee MeetingMay 12th
- ◆ Grounds Committee MeetingMay 21st
- ◆ Memorial DayMay 25th
(Clubhouse Closed—No staff onsite)



4/8/20	Board Meeting: Closed 4pm Open 5:30pm	4/8/20
4/8/20	Record date for election	4/15/20
4/10/20	Nepenthe News Published	4/10/20
4/11/20	Egg Hunt	cancelled
4/14/20	Insurance, Legal, and Safety Committee Meeting 5:00 pm	cancelled
4/14/20	ARC Meeting 5:30 pm	4/14/20
4/15/20	Outreach Committee Meeting 4:30pm	cancelled
4/15/20	Financials published and distributed to Board and Finance Committee	4/29/20
4/16/20	Grounds Committee Meeting 3:00pm	4/16/20
TBD	Finance Committee meeting 4:00pm	none
4/20/20	Mail notice to Committee Chairs- to submit new applications for June Board meeting	4/20/20
4/24/20	Election committee mails Ballot Packet, including statements and pictures, to homeowners (to be returned no later than May 27)	4/17/20
4/25/20	(10:00 am-noon)-Candidates Forum for Nepenthe homeowners at Dunbarton Cabana	4/25/20
4/29/20	Lock in agenda for 5/6/20 Board Meeting	postponed
5/1/20	Manager publishes agendas and Board packets	postponed
5/5/20	Cinco de Mayo CANCEL	cancelled
5/6/20	Board Meeting: Closed, 4PM, Open 5:30pm	postponed
5/9/20	Mothers Day Tea (Outreach) CANCEL	cancelled
5/11/20	Deadline for Committee applications	postponed
5/12/20	ARC Meeting 5:30pm	5/12/20
5/12/20	Insurance, Legal, and Safety Committee Meeting 5:00pm	cancelled
5/20/20	Financials published and distributed to Board and Finance Committee	5/22/20
TBD	Finance Committee meeting 4:00pm	cancelled
5/25/20	Office Closed for Memorial Day	
5/27/20	5:00pm-Annual Membership Meeting and Election	
5/20/20	Outreach Committee Meeting 4:30pm	
5/29/20	Committee Minutes due in management office	
5/29/20	Lock in agenda for 6+A61:B77/3/20 Board Meeting: 1) Organizational Meeting- appoint committees and liaisons	
5/30/20	Manager posts agenda and distributes Board packets	
6/3/20	Board Meeting: Closed, 4:00 pm, Open 5:30 pm	
6/5/20	Nepenthe News Published	
6/9/20	ARC Meeting 5:30pm	
6/9/20	Insurance, Legal, and Safety Committee Meeting 5:00 pm	
6/15/20	Financials published and distributed to Board and Finance Committee	
6/18/20	Grounds Committee Meeting 3:00 pm	
6/20/20	Fathers Day (Outreach)	
TBD	Finance Committee meeting 4:00 pm	
6/17/20	Outreach Committee Meeting 4:30 pm	
6/24/20	Lock in agenda for 7/1/2020 Board Meeting	

6/26/20	Manager posts agenda and distributes Board packets	
7/1/20	Board Meeting: Closed,4PM, Open 5:30pm	



Weekly Landscape Status Meeting

Tuesday, April 14, 2020

2:00 pm by Teleconference

MINUTES

Attending:

General Manager, Bettsi Ledesma
Landscape Manager, David Culbertson
Grounds Chair, Steve Huffman
Christina George, Board Liaison

Approved Work Status Check:

- Proposal 55, Zone 1: **Status Update:** 70% complete. Also discussed some recommended plantings for two addresses where we are removing turf. It was agreed to simply mulch the area now. David will prepare a more formal proposal for the plantings.
- Proposal 54, Zone 6B: **Status Update:** 100% complete
- Proposal 53, Zone 5B: **Status Update** 97% complete- awaiting ½ yard of mulch.
- Proposal 52, Zone 4: **Status Update:** blue sage was swapped out for hummingbird sage in proposal and persimmon tree is still to be planted.
- Proposal 51, Zone 6A: 95% complete **Status Update:** Three euonymous in ground were one-gallon which is the correct size, but on proposal they were approved for 5-gallon plants. Coast will add three more 1-gallon plants to match proposal price.
- Proposal 46, Zone 1: Camellias are not correct variety and will need to be changed out. **The incorrect camellias will be planted as part of proposal 55. Search will continue for correct camellias. Status Update**

Pending Proposals:

- **Zone 5 Walk, Proposal 58, 4/3/20:** Reviewed proposal from David. Decided to expand the proposal to cover other items discussed on the walk. David will revise and send to the group today.
- **Zone 6 Walk, Proposal 59, 4/10/20:** Reviewed proposal from David

Work Orders Status:

- David provided updates on the open work orders as noted below:

WO#: 902150	Status: Open	Progress Code:	Received
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Unit/Common Area: 1411 Commons Dr	Category: Landscaping							
Date Created: 04/09/2020	Date Completed:							
Vendor: Coast Landscape								
Description:	Coast, vegetation and irrigation will need to be removed/re-routed at this address. Further direction to be provided at meeting in field between David Culbertson and Bettsi on Friday, April 9. Thank you.							
History Items:	<table border="1"> <thead> <tr> <th>Date:</th> <th>Type:</th> <th>Description:</th> </tr> </thead> <tbody> <tr> <td>04/14/2020</td> <td>Update</td> <td>Complete</td> </tr> </tbody> </table>	Date:	Type:	Description:	04/14/2020	Update	Complete	
Date:	Type:	Description:						
04/14/2020	Update	Complete						
WO#: 901733	Status: Open	Progress Code: Received						
Unit/Common Area: 1118 Vanderbilt Way	Category: Landscaping							
Date Created: 04/07/2020	Date Completed:	Vendor: Coast Landscape						
Description:	Coast, please replace the failed gardenia and two lantanas on the walkway at this address. These are warranty replacements- no charge. Thank you.							
History Items:	<table border="1"> <thead> <tr> <th>Date:</th> <th>Type:</th> <th>Description:</th> </tr> </thead> <tbody> <tr> <td>04/14/2020</td> <td>Update</td> <td>Plants have been ordered. Will be planted next week.</td> </tr> </tbody> </table>		Date:	Type:	Description:	04/14/2020	Update	Plants have been ordered. Will be planted next week.
Date:	Type:	Description:						
04/14/2020	Update	Plants have been ordered. Will be planted next week.						
WO#: 901585	Status: Open	Progress Code: Request Sent						
Unit/Common Area: 210 Elmhurst Cir	Category: Irrigation							
Date Created: 04/06/2020	Date Completed:	Vendor: Coast Landscape						
Description:	Juan~ Please assess and make necessary repairs/adjustments to netafim line located where liquid amber was recently removed in the common area in front of this home. Resident states that there is a steady flow of water. Thank you							
History Items:	<table border="1"> <thead> <tr> <th>Date:</th> <th>Type:</th> <th>Description:</th> </tr> </thead> <tbody> <tr> <td>4/14/2020</td> <td>Update</td> <td>Completed- repaired</td> </tr> </tbody> </table>		Date:	Type:	Description:	4/14/2020	Update	Completed- repaired
Date:	Type:	Description:						
4/14/2020	Update	Completed- repaired						
WO#: 901449	Status: Open	Progress Code: Request Sent						
Unit/Common Area: 907 Dunbarton Cir	Category: Landscape							
Date Created: 04/06/2020	Date Completed:	Vendor: Coast Landscape						
Description:	Coast~ Please replace one (1) Nandina at this address. Thank you							
History Items:	<table border="1"> <thead> <tr> <th>Date:</th> <th>Type:</th> <th>Description:</th> </tr> </thead> <tbody> <tr> <td>4/14/2020</td> <td>Update</td> <td>Plant is on next order. Will be planted next week.</td> </tr> </tbody> </table>		Date:	Type:	Description:	4/14/2020	Update	Plant is on next order. Will be planted next week.
Date:	Type:	Description:						
4/14/2020	Update	Plant is on next order. Will be planted next week.						
WO#: 901302	Status: Open	Progress Code: Request Sent						
Unit/Common Area: 1355 Commons Dr	Category: Landscape							



Date Created: 04/03/2020	Date Completed:	Vendor: Coast Landscape
Description: Coast~ Please replace dead shrub located in back of home. Thank you		
History Items:	Date: 04/14/2020	Type: Scheduled
	Description: Plant is on next order. Will be planted next week.	
WO#: 901301	Status: Open	Progress Code: Request Sent
Unit/Common Area: 2232 Swarthmore Dr	Category: Landscape	
Date Created: 04/03/2020	Date Completed:	Vendor: Coast Landscape
Description: Coast~ Please remove stakes from crepe myrtle in the back alley and discard abandoned planter. Thank you.		
History Items:	Date: 04/14/2020	Type: Update
	Description: Completed	
WO#: 901300	Status: Open	Progress Code: Request Sent
Unit/Common Area: 509 Elmhurst Cir	Category: Landscape	
Date Created: 04/03/2020	Date Completed:	Vendor: Coast Landscape
Description: Coast~ Please clean out ivy under azaleas and remove loriops. Lay bark at door step on both sides. Thank you		
History Items:	Date: 04/14/2020	Type: Update
	Description: Will be completed this week.	
WO#: 901007	Status: Open	Progress Code: Request Sent
Unit/Common Area: 1182 Vanderbilt Way	Category: Landscape	
Date Created: 04/02/2020	Date Completed:	Vendor: Coast Landscape
Description: Coast~ Please trim shrubs that are blocking view of address on home. Addresses must be visible at all times. Thank you		
History Items:	Date: 04/14/2020	Type: Update
	Description: Completed	
WO#: 900772	Status: Open	Progress Code: Request Sent
Unit/Common Area: 700 Elmhurst Cir	Category: Landscape	
Date Created: 03/31/2020	Date Completed:	Vendor: Coast Landscape



Description:	Coast~ Please proceed with the planting of 1 - 15 gallon Pistache tree NTE \$350. Thank you		
History Items:	Date:	Type:	Description:
	04/14/2020	Update	Will be planted by end of this week.
WO#: 900665	Status: Open	Progress Code:	In-Progress
Unit/Common Area: 1161 Vanderbilt Way		Category:	Irrigation
Date Created: 03/31/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast, please check the irrigation in the newly planted area in the alley behind this unit. Some of the new plants are not thriving and appear to be very dry. Thank you.		
History Items:	Date:	Type:	Description:
	04/14/2020	Update	Irrigation is good- continue to monitor the plants.
WO#: 899897	Status: Open	Progress Code:	On hold for further verification
Unit/Common Area: 109 Dunbarton Cir		Category:	Proposal
Date Created: 03/25/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please provide proposal for entryway enhancement as area is choked with weeds. Thank you		
History Items:	Date:	Type:	Description:
	04/14/2020	Update	Reviewed area in person with management and will prepare proposal.
WO#: 899893	Status: Open	Progress Code:	On hold for further verification
Unit/Common Area: 1245 Vanderbilt Way		Category:	Proposal
Date Created: 03/25/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please provide proposal to remediate area at 1245 Vanderbilt with bark and ivy. Thank you		
History Items:	Date:	Type:	Description:
	04/14/2020	Update	Proposal will be rolled into Zone 5 Walk proposal #58
WO#: 898772	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1207 Vanderbilt Way		Category:	Landscape



Date Created: 03/16/2020	Date Completed:	Vendor: Coast Landscape
Description:	Coast~ Please assess tree alongside of driveway. Stated that tree may need to be staked as it is growing crooked. Thank you	
History Items:	Date:	Type:
	04/14/2020	Update
		Description:
		Tree will be staked, but it may not correct the bend.

Homeowner Requests:

- 2/26/20, 109 Dunbarton. Homeowner requesting improvements at front entry where ground cover is choked with weeds. Bettsi and David reviewed site in person and David will prepare proposal to remediate.
- 4/1/20, 1137 Vanderbilt. Homeowner Inquiring about general sad state of landscape around her unit. We looked at the area during the 4/3/2020 zone walk. Manager responded afterwards to owner. David advised that area has been cleaned up. New proposal for bark has been received.
- 4/4/20, 2275 Swarthmore. Homeowner is requesting a tree to replace a birch that was removed a few years ago. Bettsi looked at the area and will ask Paul Dubois for tree recommendation.



- 4/8/20, 1390 Commons. From homeowner: “We would like to have some bushes in front of Bill's office window. Ones that come up in front of part of the window - just like the ones in front of our living room windows. There were a few small things planted there a couple of years ago, but they died, so the ground is empty.” It was agreed to request a proposal from the landscaper for shrubs under the window- see photo on the left below:



Committee Notes (requested for inclusion on the agenda):

- **2316 American River** – from homeowner: please remove 3 trees in front of my living room. they were just planted today 4-13-20. they will block my view in living room. Discussion. Agreed that common area must be administered by the association and no change will be made to the approved planting plan.

Tree Work:

- **1411 Commons** Discuss re-routing walkway at 1411 Commons to meet south walkway. Update from Bettsi: Board president approved proposal from JWS to remove old and pour new walkway. Old shrubbery was removed yesterday. Concrete work is scheduled for today. **David, Steve and Bettsi to meet at the address Friday, 4/17 at 9:00 am to discuss plantings.**
- **201 Dunbarton** removal permit has been approved by the City so Grove will schedule this out in the next 30 days.
- **302 Dunbarton-** this is the tree that has blocked the downspout and has major root issues, the city approved this trees removal, Grove will include proposal to remove in the April report.

General Notes

- Zone 7 Levee berm- It is agreed to leave the maintenance in the association's hands rather than to turn over to ARFCD. Coast will prepare proposal for creating a more natural grass appearance that will require less water and less maintenance. **Steve, David and Bettsi to meet at berm next Friday, the 17th after the zone walk.**
- Invasive grass species discussion- scheduled for 2021. David will provide some pricing estimates so Board can assure that Reserve Funds can be available if they agree to move forward on this project. **Goal date: 5/19/20 in time for beginning Reserve Study update.**



- Discussed islands impacted by water meter installations. David will bring suggestions for Colby Ct. entry island. Roundabout at the end of Commons- David will bring proposal for renovation.
- Roundabout in front of the main clubhouse- this renovation will be completed in the future- **no dates at this time.**
- Water Meters- Will continue to discuss necessary and desirable landscape enhancements around newly installed water meters.
- Mike Caplan, 1242 Commons, Campus Commons shared with Steve his concern about a birch tree on our property that has had a previous limb failure. **Paul Dubois to meet with Steve Huffman and evaluate tree so Steve can follow up with Mike.**



Weekly Landscape Status Meeting

Wednesday, April 22, 2020

3:00 pm by Teleconference

MINUTES

Attending:

General Manager, Bettsi Ledesma
Landscape Manager, David Culbertson
Grounds Chair, Steve Huffman
Board Liaison, Christina George

Approved Work Status Check:

- Proposal 55, Zone 1: **Status Update:** Wrapping up- might be done end of day.
- Proposal 53, Zone 5B: **Status Update** completed within a week
- Proposal 52, Zone 4: **Status Update:** completed within a week
- Proposal 51, Zone 6A: 95% complete **Status Update:** completed by tomorrow
- Howe Ave. Berm: removing turf in batches and filling in with leaf mulch as it becomes available to help ease transition to no turf
- Island planting begins next Monday. Plants expected next week.

Pending Proposals:

- **Zone 5 Walk, Proposal 58, 4/3/20:** Will be on next Board agenda
- **Zone 6 Walk, Proposal 59, 4/10/20:** Will be on next Board agenda
- David is preparing a formal proposal for plantings at two addresses on Colby/Commons where turf was removed. Will forward to us by tonight.

Work Orders Status:

- David provided updates on the open work orders as noted below:
 - All irrigation work orders complete
 - Two are for approved proposals and are in process
 - Remainder are for onesie-twosie plantings and are in process- likely to be completed by end of next week.

Open Work Orders as of 11:00 am, April 22:

WO#: 903615	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 1 Landscape	Category:	Irrigation	



Date Created: 04/20/2020	Date Completed:	Vendor: Coast Landscape
Description:	Juan~ Please assess excessive water accumulation between 11 and 13 Adelphi and make necessary repairs/adjustments. Reported that there is so much water that ducks are swimming in the "pond". Thank you	
History Items:	Date:	Type: Description:
WO#: 903398	Status: Open	Progress Code: Request Sent
Unit/Common Area: 1359 Commons Dr	Category:	Landscape
Date Created: 04/17/2020	Date Completed:	Vendor: Coast Landscape
Description:	Coast~ Please plant one azalea next to chimney to match azalea to the one on the left. Thank you	
History Items:	Date:	Type: Description:
WO#: 903334	Status: Open	Progress Code: Request Sent
Unit/Common Area: 804 Elmhurst Cir	Category:	Irrigation
Date Created: 04/17/2020	Date Completed:	Vendor: Coast Landscape
Description:	Juan~ We received 2 calls about excessive water in alley of 804 Elmhurst. Water started accumulating last night about 6pm. Please assess and make necessary repairs to irrigation. Thank you	
History Items:	Date:	Type: Description:
WO#: 903241	Status: Open	Progress Code: Request Sent
Unit/Common Area: 1242 Vanderbilt Way	Category:	Irrigation
Date Created: 04/16/2020	Date Completed:	Vendor: Coast Landscape
Description:	Juan~ Please make necessary repairs to broken lateral line located at this address NTE \$350. Thank you	
History Items:	Date:	Type: Description:
WO#: 903114	Status: Open	Progress Code: Request Sent
Unit/Common Area: 816 Elmhurst Cir	Category:	Irrigation
Date Created: 04/16/2020	Date Completed:	Vendor: Coast Landscape



Description:	Juan~ Please assess possible broken sprinkler. Make necessary repairs/adjustments as needed. Thank you		
History Items:	Date:	Type:	Description:
WO#: 902710	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	Landscape	Category:	Landscape
Date Created: 04/14/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with BOD approved proposal #47 NTE \$20,166 to replant entry islands throughout community.		
History Items:	Date:	Type:	Description:
WO#: 902709	Status: Open	Progress Code:	In-Progress
Unit/Common Area:	Landscape	Category:	Landscape
Date Created: 04/14/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with approved proposal #55 to renovate turf areas on Howe in Zones 1 and 2 at lowest cost option NTE \$5450. Thank you		
History Items:	Date:	Type:	Description:
WO#: 901733	Status: Open	Progress Code:	Received
Unit/Common Area:	1118 Vanderbilt Way	Category:	Landscaping
Date Created: 04/07/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast, please replace the failed gardenia and two lantanas on the walkway at this address. These are warranty replacements- no charge. Thank you.		
History Items:	Date:	Type:	Description:
	04/07/2020	E-mailed Work Order	emailed work order to vendor
WO#: 901449	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	907 Dunbarton Cir	Category:	Landscape
Date Created: 04/06/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please replace one (1) Nandina at this address. Thank you		
History Items:	Date:	Type:	Description:



WO#: 901302	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1355 Commons Dr		Category:	Landscape
Date Created: 04/03/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please replace dead shrub located in back of home. Thank you		
History Items:	Date:	Type:	Description:
	04/03/2020	Scheduled	Request per BL grounds walk 4/3/2020
WO#: 901300	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 509 Elmhurst Cir		Category:	Landscape
Date Created: 04/03/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please clean out ivy under azaleas and remove loriops. Lay bark at door step on both sides. Thank you		
History Items:	Date:	Type:	Description:
	04/03/2020	Scheduled	Per BL grounds walk 4/3/2020
WO#: 900772	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 700 Elmhurst Cir		Category:	Landscape
Date Created: 03/31/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with the planting of 1 - 15 gallon Pistache tree NTE \$350. Thank you		
History Items:	Date:	Type:	Description:
WO#: 900665	Status: Open	Progress Code:	In-Progress
Unit/Common Area: 1161 Vanderbilt Way		Category:	Irrigation
Date Created: 03/31/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast, please check the irrigation in the newly planted area in the alley behind this unit. Some of the new plants are not thriving and appear to be very dry. Thank you.		
History Items:	Date:	Type:	Description:



WO#: 899897	Status: Open	Progress Code:	On hold for further verification
Unit/Common Area: 109 Dunbarton Cir		Category:	Proposal
Date Created: 03/25/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please provide proposal for entryway enhancement as area is choked with weeds. Thank you		
History Items:	Date:	Type:	Description:

Homeowner Requests:

- 2/26/20, 109 Dunbarton. Homeowner requesting improvements at front entry where ground cover is choked with weeds. Bettsi and David reviewed site in person and David will email proposal tonight.
- 4/4/20, 2275 Swarthmore. Homeowner is requesting a tree to replace a birch that was removed a few years ago. Bettsi looked at the area and asked Paul Dubois for tree recommendation. Per Paul's 4/15/20 Report, a Red Maple, Trident Maple, Bloodgood Maple European Hornbeam, Tupolo or Goldenrain are all recommended. Agreed to place WO for Red Maple to be planted in location of previous tree for a fee not to exceed \$350.
- 4/8/20, 1390 Commons. From homeowner: "We would like to have some bushes in front of Bill's office window. Ones that come up in front of part of the window - just like the ones in front of our living room windows. There were a few small things planted there a couple of years ago, but they died, so the ground is empty." It was agreed to request a proposal from the landscaper for shrubs under the window- see photo on the left below. David will email proposal tonight.





- 1242 Vanderbilt. Owner wants to “donate” potted tree from her patio: “Our proposal - move the current tree, which is about a 1 gallon dogwood tree to the front side of his house and replace it with the Japanese maple tree. The Japanese maple would be a statement tree in that spot - it would provide year round enjoyment and it would do well in that location as it would receive filtered light in the afternoon and morning. It would be a distinct tree our whole driveway gang could enjoy.” Forwarded to Paul Dubois who does not recommend this per his April 16 report:

“I would recommend a new tree from the nursery before transplanting because a nursery tree does not have the potential to be root bound from long-term life in a planter and is ready to take to a new area. Additionally, transplanting trees is a sensitive prospect as enough roots need to be dug up with the tree without damage for the tree to take to the new location successfully. Planting trees even from the Nursery must be done right and the plants still experience stress. Transplanting is even more difficult as you are taking a plant that has already been established and trying to reestablish in a new location. In addition, transplanting during the growing season is not recommended as it will cause additional stress.”

It was agreed to abide by the arborist’s recommendation. Management will advise the homeowner.

Committee Notes (requested for inclusion on the agenda):

- From Kathy: 606 Elmhurst near lemon tree along the fence—David and I discussed replacing an azalea that the crew stepped on and broke off at the stump. (It was one that had been pruned a lot to see if it would revive. It had two big buds and was showing other signs of coming back—it had been there for years. **The consensus of the group at this meeting is that the plant is not needed – Coast would recommend removal without replacement. Steve will follow up with Kathy.**
- From Kathy: 604 Elmhurst in front of the big window along the walkway—There is a dead azalea. How long it’s been there I have no idea. I don’t know how we missed this on our walk unless it just upped and died this week. (I’ve heard they do that sometimes.) It can go away with the dead xylosma. **It was agreed that this will be addressed at next Zone 6 Walk.**
- From Iris: Tree shoot removal – who is responsible? **Discussed methods of removal. Most suckers are sprayed with Roundup and/or hand pulled. Liquidambar sprouts are better left to get taller so that when Garlon is applied, there is more surface area which allows for better translocation to roots.**
- From Joan: 206 Elmhurst substitute planting: 5 gal plants specified; 1 gal furnished. What compensation do we get? **The history of this was discussed at some length. Coast**



is provided three additional 1-gallon euonymous at no cost to the association to make up for the price difference.

- From Kay: “I mentioned that were never replaced and should have been under the warranty. They died several months ago. These were 4 azalea plants near the cabana. They were on the east side of the pool along the wrought iron fence. They were probably planted over a year ago and never did well. They probably died 5-6 mos ago and finally were dug up a few mos ago. I’m not sure about the exact times but they never did well.” **Bettsi will research whether these are warranty and place work order, either for warranty replacement or not.**
- From owner: 1018 Dunbarton: add soil to bed by front door. When will zone 4 pruning be done next? **Place Work Order to add and level soil by front door. David will provide pruning schedule for the next few months.**
- Detail crews: I don’t know much about them. You and David can educate me. **Discussed weekly maintenance which includes mowing and blowing off walkways and alleys. Discussed pruning which is more infrequent and involves pruning and detail cleaning. Detail cleaning includes cleaning debris out from under the shrubs, raking out redwood duff from ferns, clipping ivy out of shrubs and off trees. Same crews, different actions.**
- Zone walk schedule. **New start time 9:00 am- discussed tree walks. Steve will confirm with Paul Dubois the tree walk schedule.**

Tree Work:

- **1411 Commons** Discuss re-routing walkway at 1411 Commons to meet south walkway. Update from Bettsi: Board president approved proposal from JWS to remove old and pour new walkway. Old shrubbery was removed yesterday. Concrete work is scheduled for today. **David and Bettsi met at the address Friday, 4/17 and discussed plantings. David will email proposal tonight.**
- **Zone 2 Tree Proposal** – Paul was agreeable to walking a second time to include Zone Steward, Diane Durowa. **Steve agreed to set that up. It was also agreed to have Paul amend his original report to include new items discovered on second walk.**

General Notes

- 505 Elmhurst. Juan has reported that there is a weeping valve. David will provide price. **Agreed to move forward with replacement.**



- Zone 1 Irrigation Decoders. DBY connectors are beginning to fail and sending error messages back to controller which then shuts off irrigation to the valve. In 2018/2019 about half were replaced. Juan is recommending replacing the rest now rather than waiting to replace one by one when landscaped areas fail. David provided a NTE exceed price of \$700 for labor and \$100 for DBY connectors. **It was agreed to move forward as recommended.**
- Zone 7 Levee berm- It is agreed to leave the maintenance in the association's hands rather than to turn over to ARFCD. Coast will prepare proposal for creating a more natural grass appearance that will require less water and less maintenance. Steve, David and Bettsi met at berm last Friday, the 17th with steward. **David is preparing proposal that will include maps of proposed actions and the elements of each action for future discussion.**
- Invasive grass species discussion- scheduled for 2021. David will provide some pricing estimates so Board can assure that Reserve Funds can be available if they agree to move forward on this project. **Goal date: 5/19/20 in time for beginning Reserve Study update. David advised that there will be two focuses for this project: dormant invasive grasses in winter and poor irrigation coverage. He will provide recommendations for both.**
- Discussed islands impacted by water meter installations. David will bring suggestions for Colby Ct. entry island. Roundabout at the end of Commons: **David is preparing proposal.**
- Roundabout in front of the main clubhouse- this renovation will be completed in the future- **no dates at this time.**
- Water Meters- Will continue to discuss necessary and desirable landscape enhancements around newly installed water meters.
- Mike Caplan, 1242 Commons, Campus Commons shared with Steve his concern about a birch tree on our property that has had a previous limb failure. **Paul Dubois met with Steve Huffman and evaluated the tree so Steve can follow up with Mike. Steve will obtain letter from Paul as to condition. Both birches are in good condition. One has some deadwood that Paul is recommending for removal. Steve will provide letter to Mike Caplan.**





Weekly Landscape Status Meeting

Tuesday, April 28, 2020

2:00 pm by Teleconference

MINUTES

Attending:

General Manager, Bettsi Ledesma
Landscape Manager, David Culbertson
Grounds Chair, Steve Huffman
Board Liaison, Christina George

Approved Work Status Check:

- Proposal 55, Zone 1: **Status Update** Missing some acuba, some Correia and one Pieris - David will confirm status
- Proposal 53, Zone 5B: **Status Update** Plants arriving Wednesday, April 29
- Proposal 52, Zone 4: **Status Update** Plants arriving Wednesday, April 29
- Proposal 51, Zone 6A: 95% complete **Status Update** Plants arriving Wednesday, April 29
- Proposal 57, Traffic Islands: Island planting **Status Update** Demo started today. We okayed transplanting the euonymous currently planted on south west island on Commons- David will email list of proposed locations.
- Howe Ave. Berm: removing turf in batches and filling in with leaf mulch as it becomes available to help ease transition to no turf. **Status Update** – have started removing turf at curb in Zone 3 (David will confirm)

Pending Proposals:

- **Zone 5 Walk, Proposal 58, 4/3/20:** Will be on next Board agenda
- **Zone 6 Walk, Proposal 59, 4/10/20:** Will be on next Board agenda
- **Various Sites- LSM Follow up, Proposal 60, 4/23/20:** Most items are in response to homeowner requests. Two are in conjunction with drip conversion in Zone 1- 1039 and 1053 Commons for a total of \$1,470. Steve will call a Grounds Committee email meeting to review this proposal and make a recommendation in time for Board approval at their May 6, 2020 Executive Session.

Work Orders Status:

- David to provide updates on the open work orders as noted below:

14 Open Work Orders as of 4:00 pm, April 27:



WO#: 906660	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1411 Commons Dr		Category:	Irrigation
Date Created: 04/24/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Juan~ Please assess irrigation leak at this address where new walkway was installed. Make necessary repairs/adjustments as needed. Thank you.		
History Items:	Date:	Type:	Description:
	4/28/20	Close	Netafim line was broken, but is now repaired.
<hr/>			
WO#: 906531	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1218 Vanderbilt Way		Category:	Irrigation
Date Created: 04/24/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Juan~ Please assess irrigation at the front entrance to this home. Reported that there is massive over watering and flooding. A new tree has been planted and needs to be addressed as it may be getting overwatered as well. Verify also, that water is not causing potential damage to foundation. Make necessary repairs/adjustments as needed. Thank you		
History Items:	Date:	Type:	Description:
	4/28/20	Close	Backflow and valves had dirt/debris in the line. Valve was stuck on due to the debris. It has now been cleaned and flushed.
<hr/>			
WO#: 906470	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 716 Elmhurst Cir		Category:	Irrigation
Date Created: 04/23/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Juan~ Please assess irrigation along front of home and surrounding areas. Reported that plants are stressed and appear to be dying. Make necessary repairs/adjustments as needed. Thank you.		
History Items:	Date:	Type:	Description:
	4/28/20	Close	irrigation checked, no breaks, coverage good, we believe the "stressed plants" are the azaleas which are losing their flowers
<hr/>			
WO#: 906269	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 1 Landscape		Category:	Irrigation
Date Created: 04/23/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Juan~ Please proceed with Zone 1 irrigation decoders. NTE \$700 for labor and \$100 for DBY connectors. Thank you		



History Items:	Date:	Type:	Description:
	4/28/20	Close	installed 40+ decoders on two wire paths in Zone 1- Done
WO#: 906266	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 505 Elmhurst Cir		Category:	Irrigation
Date Created: 04/23/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Juan~ Please move forward with valve replacement at this location NTE \$355. Thank you		
History Items:	Date:	Type:	Description:
	4/28/20	Close	replaced weeping valve- Done
WO#: 906265	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1018 Dunbarton Cir		Category:	Landscape
Date Created: 04/23/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please add and level soil by front door of home. Thank you		
History Items:	Date:	Type:	Description:
	4/28/20	Update	To be completed 5/1
WO#: 903398	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1359 Commons Dr		Category:	Landscape
Date Created: 04/17/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please plant one azalea next to chimney to match azalea to the one on the left. Thank you		
History Items:	Date:	Type:	Description:
	4/28/20	Update	Plants arriving Wednesday
WO#: 902710	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Landscape		Category:	Landscape
Date Created: 04/14/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with BOD approved proposal #47 NTE \$20,166 to replant entry islands throughout community.		
History Items:	Date:	Type:	Description:
	4/28/20	Update	Work to begin this week



WO#: 902709	Status: Open	Progress Code:	In-Progress
Unit/Common Area:	Landscape	Category:	Landscape
Date Created: 04/14/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with approved proposal #55 to renovate turf areas on Howe in Zones 1 and 2 at lowest cost option NTE \$5450. Thank you		
History Items:	Date:	Type:	Description:
	4/28/20	Update	Currently removing turf at curb
WO#: 901733	Status: Open	Progress Code:	Received
Unit/Common Area:	1118 Vanderbilt Way	Category:	Landscaping
Date Created: 04/07/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast, please replace the failed gardenia and two lantanas on the walkway at this address. These are warranty replacements- no charge. Thank you.		
History Items:	Date:	Type:	Description:
	4/28/20	Update	Plants arriving Wednesday
WO#: 901449	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	907 Dunbarton Cir	Category:	Landscape
Date Created: 04/06/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please replace one (1) Nandina at this address. Thank you		
History Items:	Date:	Type:	Description:
	4/28/20	Update	Plants arriving Wednesday
WO#: 901302	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	1355 Commons Dr	Category:	Landscape
Date Created: 04/03/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please replace dead shrub located in back of home. Thank you		
History Items:	Date:	Type:	Description:
	4/28/20	Update	Plants arriving Wednesday
WO#: 901300	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	509 Elmhurst Cir	Category:	Landscape



Date Created: 04/03/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please clean out ivy under azaleas and remove loriops. Lay bark at door step on both sides. Thank you		
History Items:	Date:	Type:	Description:
	4/28/20	Update	Liriopse removed- bark to be laid this week.
WO#: 900772	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 700 Elmhurst Cir		Category:	Landscape
Date Created: 03/31/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with the planting of 1 - 15 gallon Pistache tree NTE \$350. Thank you		
History Items:	Date:	Type:	Description:
	4/28/20	Update	This week

Homeowner Requests:

- 2/26/20, 109 Dunbarton. Homeowner requesting improvements at front entry where ground cover is choked with weeds. **See proposal #60, \$973.00**
- 4/8/20, 1390 Commons. From homeowner: “We would like to have some bushes in front of Bill's office window. **See proposal #60, \$245.00**

Committee Notes (requested for inclusion on the agenda):

- From Kathy: 606 Elmhurst near lemon tree along the fence—David and I discussed replacing an azalea that the crew stepped on and broke off at the stump. (It was one that had been pruned a lot to see if it would revive. It had two big buds and was showing other signs of coming back—it had been there for years. The consensus of the group at this meeting is that the plant is not needed. **Should Coast provide compensation if the shrub was killed by crew members stepping on it?** This was discussed by the group. This was an aging azalea that was not very healthy. David agreed to instruct his crews to be more careful. No compensation is requested.
- Dead plants:
 - 901 Elmhurst. We found one dead plant. Now a second has died. They both are in an area which was dry, bare ground and now is covered in bark. We should pull the two dead plants and replace them only if we are sure they can get water.



- 604 Elmhurst. One dead azalea planted by GP, one dying azalea also planted by GP and a plant I cannot identify near the house. We agreed we'd address this on the next zone 6 walk, but let's remove the dead plants now. David made notes to take care of this right away.
- Plants on east side of Cabana. Bettsi researched whether these are warranty and place work order, either for warranty replacement or not. Discussed the history- these shrubs were planted by GP and are not under warranty. Planting at this time is not advised. It was agreed to wait till Fall to re-address this area.
- Zone walk schedule. **New schedule created by Steve.**

Tree Work:

- **1411 Commons** Discuss landscaping proposal. **Proposal #60, \$862**
- **Zone 2 Tree Walk** – status of second scheduled walk. Waiting to hear from Diane Durowa as to whether she wants to walk with Paul Dubois.
- **Report from Paul re: trees at 1242 Commons** -not yet received. Steve will follow up with Paul and copy Bettsi

Review Zone 1 Site Walk 4/25/20. Manager's notes provided in advance materials to this meeting. These notes are not outside of a community manager's regular duties- they are just more formalized than in the past. They will be useful for sharing with David since he will not be participating on the walks to help prevent the spread of COVID-19 as instructed by his employer. They also serve as a report to the Board and the Zone Stewards in addition to aiding the ACM's in placing work orders or issuing compliance letters.

David will walk Zone 1 to check completion of drip irrigation and Proposal 55. He will refer to Manager's notes as well to ensure all concerns are taken care of.

General Notes

- Zone 7 Levee berm. **David is preparing proposal that will include maps of proposed actions and the elements of each action for future discussion.**
- Invasive grass species discussion- scheduled for 2021. David will provide some pricing estimates so Board can assure that Reserve Funds can be available if they agree to move forward on this project. **Goal date: 5/19/20 in time for beginning Reserve Study update. David advised that there will be two focuses for this project: dormant**



invasive grasses in winter and poor irrigation coverage. He will provide recommendations for both.

- Discussed islands impacted by water meter installations. David will bring suggestions for Colby Ct. entry island. Roundabout at the end of Commons: **David is preparing proposal. Review design next week.**
- Roundabout in front of the main clubhouse- this renovation will be completed in the future- **no dates at this time.**
- Water Meters- Will continue to discuss necessary and desirable landscape enhancements around newly installed water meters.



Weekly Landscape Status Meeting

Tuesday, May 5, 2020

2:00 pm by Teleconference

MINUTES

Attending:

General Manager, Bettsi Ledesma
Landscape Manager, David Culbertson
Grounds Chair, Steve Huffman
Board Liaison, Christina George

Approved Work Status Check:

- Proposal 55, Zone 1: **Status Update:** The supplier they are having to order from that has remained open during the pandemic does not have the same plants that were on the proposal. David is going through the proposal and looking for acceptable substitutes. 5/6/20: missing acuba and correa- seeking substitutes
- Proposal 53, Zone 5B: **Status Update:** The supplier they are having to order from that has remained open during the pandemic does not have the same plants that were on the proposal. David is going through the proposal and looking for acceptable substitutes.
- Proposal 52, Zone 4: **Status Update:** The supplier they are having to order from that has remained open during the pandemic does not have the same plants that were on the proposal. David is going through the proposal and looking for acceptable substitutes.
- Proposal 51, Zone 6A: 95% complete **Status Update:** The supplier they are having to order from that has remained open during the pandemic does not have the same plants that were on the proposal. David is going through the proposal and looking for acceptable substitutes.
- Proposal 57, Traffic Islands: Island planting **Status Update-** demo has started on the two Dunbarton islands and the large Elmhurst island. Euonymous that was removed from the island has been redistributed: 10 at 1431 Commons, 2 at 1109 Dunbarton, 10 at 1113 Dunbarton.
- Howe Ave. Berm: removing turf in batches and filling in with leaf mulch as it becomes available to help ease transition to no turf. **Status Update** – Crew is beginning to kill turf off in sections and fill with natural mulch; planting to occur after islands are complete
- Zone 1 Drip Conversion is complete.



- Supplemental crew coming on Mondays to help catch up with pruning.

Pending Proposals:

- Zone 5 Walk, Proposal 58, 4/3/20: Will be on next Board agenda
- Zone 6 Walk, Proposal 59, 4/10/20: Will be on next Board agenda
- Various Sites- LSM Follow up, Proposal 60, 4/23/20: Grounds Committee voted to recommend Board approval at their May 6, 2020 Executive Session.

Work Orders Status:

- David to provide updates on the open work orders as noted below:
13 open work orders

WO#: 908300	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1118 Vanderbilt Way		Category:	Landscape
Date Created: 05/04/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please see message below and follow up as needed/necessary: Upon inspection of the planting area this morning, I noticed that two additional gardenias appear to be dying. Looks like a disease issue, but I am not an expert. So before replanting, the area needs to be inspected and plants examined as to what needs to be done. In addition, three additional lantanas are looking poorly. All these plants are in an area along the walkway that has had issues in the past-water in particular. The lantanas further down the walkway seem to be doing fine. Can you examine this area and let me know what course of action management plans on taking to correct this situation? Thank you		
History Items:	Date:	Type:	Description:
	5/6/20	Update	gardenias and lantana have plenty of water, they are being watered 3 days a week with two 15 minute run times (1.5 gallons of water per week per plant). I have sent photos back to the nursery to get their opinion. The plants are yellowing, but they have not been in the ground long enough to be showing nutrient issues (plus we add slow release fertilizer tablets with every new plant). Planting practices appeared to be good. Lantana- the odd thing about the lantana is that there are 8+ lantana, the ones to the west are doing well, and the ones to the east in the thin planter have comparatively stunted growth. Both sets of plants came from the same nursery and were planted by the same crew. The only differences between the two sets are potentially the soil, and the irrigation (the ones to the west have overhead sprays). We will continue to monitor their health/growth.



WO#: 907787	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1263 Vanderbilt Way		Category:	Landscape
Date Created: 04/30/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please trim shrub next to garage door. It is overgrown by about 6" causing difficulty for the door to open as it is blocking the room needed to operate properly. Thank you		
History Items:	Date:	Type:	Description:
	5/6/20	Update	Shrub pruned
WO#: 907324	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 1 Landscape		Category:	Landscape
Date Created: 04/28/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with the following Regular Maintenance Work - at No Charge: 12 Adelphi Alley - Thin and clean up dwarf nandinas; remove liquidambar suckers in shrub bed 1115 Commons - At front door, camellia is impinging into walkway. Please trim back 1111-1119 & 1055-1065 Commons - Detail clean ivy-many volunteer shrubs 13 Colby-Front on berm remove dead dogwood tree 2318 ARD Alley - Remove tree suckers from tree Thank you		
History Items:	Date:	Type:	Description:
	5/6/20	Update	In progress
WO#: 907322	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 1 Landscape		Category:	Landscape
Date Created: 04/28/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with the following items noted during Zone 1 landscape walk 4/24/2020: 12 Adelphi - Remove full size nandina covering mail slot. 1113/1115 Adelphi-Alley: Lay bark in planter bed 16 Adelphi - Remove dead gardenia and clumpy ivy patch. Lay walk on bark throughout planter bed. 30 Adelphi - Remove azalea next to front door. Lay walk on bark on both sides of front walkway and continue the bark down to the edge of the lawn near the alley 1119 Commons - Remove volunteer calla lilies and lay walk on bark 1016 Commons Alley - Remove small tree in front of fence next to gate. 5 Colby - Replace dead azalea in front 2316-2318 ARD Alley - Plant appropriate shrub and lay walk on bark in the planter bed Thank you		
History Items:	Date:	Type:	Description:
WO#: 906265	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1018 Dunbarton Cir		Category:	Landscape
Date Created: 04/23/2020	Date Completed:	Vendor:	Coast Landscape



Description:	Coast~ Please add and level soil by front door of home. Thank you		
History Items:	Date:	Type:	Description:
	5/6/20	Update	Per David: Complete
WO#: 903398	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	1359 Commons Dr	Category:	Landscape
Date Created: 04/17/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please plant one azalea next to chimney to match azalea to the one on the left. Thank you		
History Items:	Date:	Type:	Description:
	5/6/20	Update	Complete
WO#: 902710	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	Landscape	Category:	Landscape
Date Created: 04/14/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with BOD approved proposal #47 NTE \$20,166 to replant entry islands throughout community.		
History Items:	Date:	Type:	Description:
	5/6/20	Update	In progress
WO#: 902709	Status: Open	Progress Code:	In-Progress
Unit/Common Area:	Landscape	Category:	Landscape
Date Created: 04/14/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with approved proposal #55 to renovate turf areas on Howe in Zones 1 and 2 at lowest cost option NTE \$5,450. Thank you		
History Items:	Date:	Type:	Description:
	5/6/20	Update	In progress
WO#: 901449	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	907 Dunbarton Cir	Category:	Landscape
Date Created: 04/06/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please replace one (1) Nandina at this address. Thank you		
History Items:	Date:	Type:	Description:
	5/6/20	Update	Complete



WO#: 901302	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1355 Commons Dr		Category:	Landscape
Date Created: 04/03/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please replace dead shrub located in back of home. Thank you		
History Items:	Date:	Type:	Description:
	5/6/20	Update	Complete
WO#: 901300	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 509 Elmhurst Cir		Category:	Landscape
Date Created: 04/03/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please clean out ivy under azaleas and remove loriops. Lay bark at door step on both sides. Thank you		
History Items:	Date:	Type:	Description:
	5/6/20	Update	Done, but more bark to be added
WO#: 900772	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 700 Elmhurst Cir		Category:	Landscape
Date Created: 03/31/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with the planting of 1 - 15 gallon Pistache tree NTE \$350. Thank you		
History Items:	Date:	Type:	Description:
	5/6/20	Update	Complete
WO#: 897043	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 1 Landscape		Category:	Landscape
Date Created: 03/05/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with BOD approved proposal #55 NTE \$18,924 for Zone 1 remediation. Thank you.		
History Items:	Date:	Type:	Description:
	5/6/20	Update	Sourcing plant substitutes for unavailable shrubs



Homeowner Requests:

- 2/26/20, 109 Dunbarton. Homeowner requesting improvements at front entry where ground cover is choked with weeds. **See proposal #60, \$973.00**
- 4/8/20, 1390 Commons. From homeowner: "We would like to have some bushes in front of Bill's office window. **See proposal #60, \$245.00**
- 4/21/20, 1422 Commons, owner is requesting plants in front Common Area:



David will put together proposal for this area.

- Kelly Cole, 700 Elmhurst: The tree, plants and sod for the area in front of my home were planted, installed today. Thank you. Very nice to have everything spruced up again! When I noticed the gardeners unloading the truck this morning, I spoke to them about the need for drainage. They had no knowledge of this issue. They indicated they were to hold off planting until David approved the location. I asked that once they spoke to him, could they refresh his memory of the discussion that you Bettsi, David and I had about the need to get water drained away from my gate area. I am not sure if that conversation took place, but wanted to once again reiterate the need for drainage in that location. The gentleman I spoke to this morning indicated he thought a French drain would be more appropriate than trying to regrade that area.



David will check and if he is satisfied with the slope of the area and report next week. If he is satisfied, we will inform Kelly and ask her to monitor when the rain returns.

- 1118 Vanderbilt / 328 Elmhurst: Concerns over new plantings and irrigation. From Christina George: "Two gardenias were planted outside my back gate. One is thriving,



the other is dead. It could be an irrigation issue since the gardenia replaced a dead photinia that had been planted by GP. There are too many irrigation issues and I would like to hear David's comments."

David informed the group that a full irrigation audit took place this winter so we know the systems are running. He will work with Juan to see if adjusting the run times will correct the problem.

Committee Notes (requested for inclusion on the agenda):

- Work order 906265, 1018 Dunbarton: David said it would be done 5/1. Didn't happen. Per David, it will be done tomorrow, May 6.
- Committee notes from zone 4:
 - Weeds and other undesirable plants are coming up in recently remediated beds.
 - Invasive violets are coming up east of the Dunbarton cabana. See the attached photos from Iris.



David said that the removal of these weeds is part of the regular maintenance program and he will see that they are address for this location and for 810 Dunbarton as noted below.

- The extreme can be found at 810 Dunbarton. The next zone walk is May 15, but if we wait until then, there will be many more undesirable plants.
- David said back on 4/21 we'd get a detail schedule for this zone 4/28. We didn't get it. When will we?

Per David: Expect schedule tomorrow by end of day. David has brought an extra crew on Mondays to assist with Spring shrub pruning

- Iris and I looked at the site for two azaleas east of the Dunbarton pool. We see no need for them. We may give that area attention in a fall remediation. Noted.

Tree Work:

- **Report from Paul re: trees at 1242 Commons** Steve will provide follow up report. Bettsi to write to Mr. Caplan, providing report and speaking to the planned work as well as Nepenthe's history of care for the trees.



Review Zone 2 Site Walk 5/1/20. Manager's notes provided in advance materials to this meeting.

These notes are not outside of a community manager's regular duties- they are just more formalized than in the past. They will be useful for sharing with David since he will not be participating on the walks to help prevent the spread of COVID-19 as instructed by his employer. They also serve as a report to the Board and the Zone Stewards in addition to aiding the ACM's in placing work orders or issuing compliance letters.

David will walk Zone 2 and will refer to Manager's notes to ensure all concerns are taken care of. Two work orders have been created- one for no-charge maintenance items noted on the walk and a second one for extra work such as laying bark.

General Notes

- Zone 7 Levee berm. **David is preparing proposal that will include maps of proposed actions and the elements of each action for future discussion.**
- Invasive grass species discussion- scheduled for 2021. David will provide some pricing estimates so Board can assure that Reserve Funds can be available if they agree to move forward on this project. **Goal date: 5/19/20 for winter grasses and 6/1 for irrigation in time for beginning Reserve Study update. David advised that there will be two focuses for this project: dormant invasive grasses in winter and poor irrigation coverage. He will provide recommendations for both.**
- Discussed islands impacted by water meter installations. David will bring suggestions for Colby Ct. entry island. Roundabout at the end of Commons: **David is preparing proposal. Review design next week.** For Colby we agreed to use the planned plants minus half a dozen. Proposal for painting is forthcoming.
- Roundabout in front of the main clubhouse- this renovation will be completed in the future- **no dates at this time.**
- Water Meters- Will continue to discuss necessary and desirable landscape enhancements around newly installed water meters. It was agreed to address landscaping needs at the meters zone-by-zone on the landscape walks.



Weekly Landscape Status Meeting

Tuesday, May 12, 2020

2:00 pm by Teleconference

MINUTES

Attending:

General Manager, Bettsi Ledesma
Landscape Manager, David Culbertson
Grounds Chair, Steve Huffman
Board Liaison, Christina George

Approved Work Status Check:

- Proposal 55, Zone 1: Status Update -the following plants are currently unavailable. Landscaper is searching for suitable substitutes where possible. If not possible to substitute, plants will remain on this list until it comes available:
 - 12 Adelphi- sod
 - 35 Adelphi- 4 acubas (find sub)
 - 2308 ARD- 12 coral bells, 2 Daphne
 - 1039 Colby- 2 acubas (find sub)
 - 15 Adelphi- 3 pieris japonica (find sub)
- Proposal 53, Zone 5B: Status Update -the following plants are currently unavailable. Landscaper is searching for suitable substitutes where possible. If not possible to substitute, plants will remain on this list until it comes available:
 - 1137 Vanderbuilt- 1 euonymus
- Proposal 52, Zone 4: Status Update -the following plants are currently unavailable. Landscaper is searching for suitable substitutes where possible. If not possible to substitute, plants will remain on this list until it comes available:
 - Cabana- 1 persimmon; I have found it in 7 gallon containers, though they are small, and found a small nursery that may have the 15 but want to see it before purchasing it- if it looks good we can plant next week.
- Proposal 51, Zone 6A: 95% complete- Status Update -the following plants are currently unavailable. Landscaper is searching for suitable substitutes where possible. If not possible to substitute, plants will remain on this list until it comes available:
 - 816 Elmhurst- missing rock- was waiting for tree removal, need to check status
 - 710 elmhurst- 1 albutulon
 - 602 elmhurst- 5 Correa



- Proposal 57, Traffic Islands: Island planting- Status Update -the following plants are currently unavailable. Landscaper is searching for suitable substitutes where possible. If not possible to substitute, plants will remain on this list until it comes available:
 - Missing pea shrub (find sub)
- Howe Ave. Berm: Project is moving along well.
- Zone 1 Drip Conversion is complete. All materials due to the City by May 20th for rebate.
- Zone 5 Walk, Proposal 58: **Status Update**
- Zone 6 Walk, Proposal 59: **Status Update**
- Various Sites- LSM Follow up, Proposal 60: Status Update

Note from David regarding warranty material: This does not include any warranty material. I'm working to get these plants in or substitute species with the plant order next week for the Howe plantings.

Pending Proposals: none

Work Orders Status:

- David provided updates on the 21 open work orders as noted below:

WO#: 909675	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	Zone 1 Landscape	Category:	Irrigation
Date Created:	Date Completed:	Vendor:	Coast Landscape
	05/10/2020		
Description:	Juan~ A call came in to our call center over the weekend. Reported that there is excessive water running down the gutter/drain at the Colby court island. Please assess and make the necessary repairs/adjustments as needed. Thank you. states the sprinklers have been going by the states that its seeping in to the drain . states it by the Colby court island . Would like someone to come out		
History Items:	Date:	Type:	Description: working with city on the repair
WO#: 909591	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	1334 Commons Dr	Category:	Irrigation
Date Created:	Date Completed:	Vendor:	Coast Landscape
	05/08/2020		
Description:	Juan~ Please assess irrigation along the front of this home and along Commons. Reported that there has not been much water in the area for several weeks . . . Make necessary repairs/adjustments. Thank you.		
History Items:	Date:	Type:	Description: Done



WO#: 909538	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 3 Landscape		Category:	Landscape
Date Created: 05/08/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with the following items per Zone 3 grounds walk 5/8/2020: 201 D ~ Lay walk on bark 601 D - Front to alley ~ Plant missing / needs fresh bark 609 D - Front ~ Lay bark on both sides of walkway / trim out dead portions of small shrub 709 D - Facing greenbelt/Howe ~ Bark along edge of berm / covering mud 809 D ~ Lay walk on bark on both sides of walkway 805 D - Alley ~ Watering issue / plants dry / asphalt wet - - Lay walk on bark in bed 813 D - Front along University ~ Remove ground cover on either side of stairs / lay sod in fall 817 D - Side ~ Lay bark under redwoods 1109 - 1105 / 1103 D ~ Weeping sprinklers / standing water 1431 C - Front ~ Remove dead azalea and add bark in planter bed on hill in front of windows. Lay walk on bark in planter bed at front walkway 1113 D - Behind ~ Lay walk on bark 1431 C - Behind ~ Lay walk on bark 1423 C - Front ~ Lay walk on bark Thank you		
History Items:	Date:	Type:	Description:
	5/12/20	Update	David will provide a NTE price for Christina George's approval at the next Landscape Status Meeting.
WO#: 909530	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 3 Landscape		Category:	Lake Maintenance
Date Created: 05/08/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with the following items under warranty or no charge to HOA: 2320 S ~ Remove 2 dead azalea facing street 2326 S ~ Replace dead plants along house 2328 S ~ Replace 13 dead warranty plants behind brick wall Corner of Howe/Swarthmore ~ Too much redwood debris and branches, please remove 2330 S Front ~ Replace warranty plants 201 D ~ clean up & remove hedge in front (wheelers dwarf) and two old privets 601 D Alley ~ Warranty shrub replacement 607 D - facing greenbelt ~ too much water / 2 dead plants in front of wall (warranty replacements) 811 D ~ dead warranty plants in front of wall 807 D - Front ~ cleanout duff between tree and fence 815 D - Front ~ Acuba looks diseased - inspect and report 1101 D - Side ~ 2 dead warranty shrubs in front of window 1113 D - Behind ~ allow duff to accumulate / clean out yucky parts of acuba and debris under acuba 1431 C - Behind ~ remove weeds 1112 D - Front ~ Remove nursery stake from new pistache		



Thank you			
History Items:	Date: 5/12/20	Type: Update	Description: Jose is working through the notes
WO#: 909392	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	104 Elmhurst Cir	Category:	Irrigation
Date Created: 05/08/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Juan~ Please assess irrigation around home and make necessary repairs/adjustments. Reported that there is excessive water in the area. Thank you		
History Items:	Date: 5/12/20	Type: Update	Description: Done
WO#: 909386	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	709 Dunbarton Cir	Category:	Irrigation
Date Created: 05/08/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Juan~ Please assess and make necessary repairs/adjustments to the following: Coast replaced or re-attached a sprinkler that had been kicked off during trimming of the shrubbery. That sprinkler came on today at about 8am and it was spraying our bedroom and living room windows a lot. Thank you		
History Items:	Date: 5/12/20	Type: Update	Description: Done
WO#: 909360	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	1170 Vanderbilt Way	Category:	Sprinkler(s)
Date Created: 05/08/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Juan~ Please assess and make necessary repairs/adjustments to sprinkler. Reported that water is spraying towards home. Thank you.		
History Items:	Date: 5/12/20	Type: Update	Description: Done
WO#: 909222	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	Zone 6 Landscape	Category:	Landscape
Date Created: 05/07/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with board approved proposal #59 NTE \$3814 for landscape remediation		



	810 Elmhurst 804 Elmhurst 722 Elmhurst 608 Elmhurst 604 Elmhurst 606 Elmhurst 502 Elmhurst 306 Elmhurst Thank you		
History Items:	Date:	Type:	Description:
			No update
WO#: 909217	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	Zone 5 Landscape	Category:	Landscape
Date Created: 05/07/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with Board approved proposal #58 NTE \$4317 for bark in various locations. 1143 Vanderbilt 1125 Vanderbilt 1191 Vanderbilt 1235 Vanderbilt 201 Elmhurst 1245 Vanderbilt 1287 Vanderbilt Thank you		
History Items:	Date:	Type:	Description:
			No update
WO#: 909209	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	Landscape	Category:	Landscape
Date Created: 05/07/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with Board approved proposal #60 NTE \$3825 for various plantings throughout the community. 1411 Commons 109 Dunbarton 2275 Swarthmore 1390 Commons 1039 Commons 1053 Commons Thank you.		
History Items:	Date:	Type:	Description:
			No update
WO#: 908929	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	Zone 2 Landscape	Category:	Landscape
Date Created: 05/06/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please assess new sod that was placed in Swarthmore view area. Reported that there are several pancake sized areas that appear to be dry/dying at the West end near the sidewalk of Village 2. Thank you		
History Items:	Date: 5/12/20	Type: Update	Description: Irrigation has good coverage, would like to request that the homeowner stops watering, we have seeded the area today to in fill spots, and it will not be mowed for a month while the see germinates



WO#: 908798	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 328 Elmhurst Circle		Category:	Landscape
Date Created: 05/05/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please remove dead warranty gardenia and replace with new plant. Be sure to check irrigation in area for adequate water to area. Thank you		
History Items:	Date:	Type:	Description: No update
WO#: 908664	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 2 Landscape		Category:	Landscape
Date Created: 05/05/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please follow up on Warranty (no charge) work noted below per grounds site walk 5/1/2020: 1304 C - Replace 1 warranty plant 2286 S / Alley - Replace 2 warranty plants 2282 S / Alley - Drip irrigation may have a break 2274 S / Alley - Check irrigation - looks dry Also thin the canes of the nandina for better appearance 2264 S - Check irrigation in dry creek bed. Plants look a little dry and stressed 2234 S / Front - Replace warranty plant as base of birch 2255 S / Back - Plant 2 warranty replacements 2265 S / Back - 2 Warranty plants 2265 S / Front rock bed - Spray weeds 2261 S / Front - Remove nursery stakes of new trees 2285 S / Front - Watering issue under redwoods / perhaps valve stuck open 1306 C / Alley - Lay bark in shrub bed 1136 V - Clean up new planting area / weedy 2242 S / Front - Replace warranty plant Thank you		
History Items:	Date: 3/12/20	Type: Update	Description: Jose has taken care of all maintenance items; warranty plants will come on next order
WO#: 908660	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 2 Landscape		Category:	Landscape
Date Created: 05/05/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with the items noted below per grounds site walk 5/1/2020: 1304 C ~ Move azalea under camellia to main area by walkway 2266 S / Alley - Lay walk-on bark 2270 S / Front - Lay bark to right of front walkway 2268 S / Front - Bark both sides of front walk 2264 S / Front - 3 more foxtail ferns in planter bed between 2264 & street 2265 S / Back - Add bark 1112 V / Front - Replace boulder with similar to the others		



1112 V / Front - Remove dead plants and add bark Thank you			
History Items:	Date:	Type:	Description:
	5/12/20	Update	David to provide NTE price next week for Christina George's approval
WO#: 908300	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1118 Vanderbilt Way		Category:	Landscape
Date Created: 05/04/2020	Date Completed:	Vendor:	Coast Landscape
Description:	<p>Coast~ Please see message below and follow up as needed/necessary: Upon inspection of the planting area this morning, I noticed that two additional gardenias appear to be dying. Looks like a disease issue, but I am not an expert. So before replanting, the area needs to be inspected and plants examined as to what needs to be done. In addition, three additional lantanas are looking poorly. All these plants are in an area along the walkway that has had issues in the past-water in particular. The lantanas further down the walkway seem to be doing fine. Can you examine this area and let me know what course of action management plans on taking to correct this situation? Thank you</p>		
History Items:	Date:	Type:	Description:
	5/6/20	Update	<p>gardenias and lantana have plenty of water, they are being watered 3 days a week with two 15 minute run times (1.5 gallons of water per week per plant). I have sent photos back to the nursery to get their opinion. The plants are yellowing, but they have not been in the ground long enough to be showing nutrient issues (plus we add slow release fertilizer tablets with every new plant). Planting practices appeared to be good.</p> <p>Lantana- the odd thing about the lantana is that there are 8+ lantana, the ones to the west are doing well, and the ones to the east in the thin planter have comparatively stunted growth. Both sets of plants came from the same nursery and were planted by the same crew. The only differences between the two sets are potentially the soil, and the irrigation (the ones to the west have overhead sprays). We will continue to monitor their health/growth.</p>
WO#: 907324	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 1 Landscape		Category:	Landscape
Date Created: 04/28/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with the following Regular Maintenance Work - at No Charge:		



<p>12 Adelphi Alley - Thin and clean up dwarf nandinas; remove liquidambar suckers in shrub bed 1115 Commons - At front door, camellia is impinging into walkway. Please trim back 1111-1119 & 1055-1065 Commons - Detail clean ivy-many volunteer shrubs 13 Colby-Front on berm remove dead dogwood tree 2318 ARD Alley - Remove tree suckers from tree Thank you</p>			
History Items:	Date:	Type:	Description:
	5/6/20	Update	In progress
WO#: 907322	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	Zone 1 Landscape	Category:	Landscape
Date Created:	Date Completed:	Vendor:	Coast Landscape
	04/28/2020		
Description:	<p>Coast~ Please proceed with the following items noted during Zone 1 landscape walk 4/24/2020: 12 Adelphi - Remove full size nandina covering mail slot. 1113/1115 Adelphi-Alley: Lay bark in planter bed 16 Adelphi - Remove dead gardenia and clumpy ivy patch. Lay walk on bark throughout planter bed. 30 Adelphi - Remove azalea next to front door. Lay walk on bark on both sides of front walkway and continue the bark down to the edge of the lawn near the alley 1119 Commons - Remove volunteer calla lilies and lay walk on bark 1016 Commons Alley - Remove small tree in front of fence next to gate. 5 Colby - Replace dead azalea in front 2316-2318 ARD Alley - Plant appropriate shrub and lay walk on bark in the planter bed Thank you</p>		
History Items:	Date:	Type:	Description:
	5/12/20	Update	<p>Jose has completed maintenance items</p> <p>David to provide NTE price next week for Christina George's approval</p>
WO#: 902710	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	Landscape	Category:	Landscape
Date Created:	Date Completed:	Vendor:	Coast Landscape
	04/14/2020		
Description:	<p>Coast~ Please proceed with BOD approved proposal #47 NTE \$20,166 to replant entry islands throughout community.</p>		
History Items:	Date:	Type:	Description:
	5/6/20	Update	In progress
WO#: 902709	Status: Open	Progress Code:	In-Progress
Unit/Common Area:	Landscape	Category:	Landscape
Date Created:	Date Completed:	Vendor:	Coast Landscape
	04/14/2020		



Description:	Coast~ Please proceed with approved proposal #55 to renovate turf areas on Howe in Zones 1 and 2 at lowest cost option NTE \$5,450. Thank you		
History Items:	Date:	Type:	Description:
	5/6/20	Update	In progress
WO#: 901300	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 509 Elmhurst Cir		Category:	Landscape
Date Created: 04/03/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please clean out ivy under azaleas and remove loriops. Lay bark at door step on both sides. Thank you		
History Items:	Date:	Type:	Description:
	5/6/20	Update	Done, but more bark to be added
WO#: 897043	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 1 Landscape		Category:	Landscape
Date Created: 03/05/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with BOD approved proposal #55 NTE \$18,924 for Zone 1 remediation. Thank you.		
History Items:	Date:	Type:	Description:
	5/6/20	Update	Sourcing plant substitutes for unavailable shrubs

Homeowner Requests:

- 4/21/20, 1422 Commons, owner is requesting plants in front Common Area:



Christina authorized David to plant the area for a fee not to exceed \$250.

- From John Baker: This photo is behind my place at 2256 Swarthmore. The Area on the right of the walkway once had ivy and drip irrigation. The ivy was then torn out, leaving only some bark and lots of redwood debris. The area on the left was formerly turf which has also been replaced with some bark and mostly redwood debris.



I'm wondering whether there are any plans to return these to areas with anything green rather than the desert that exists now. It was agreed that David, Bettsi and Steve will look at the area Friday and review next Tuesday in LSM.



- Kelly Cole, 700 Elmhurst: The tree, plants and sod for the area in front of my home were planted, installed today. Thank you. Very nice to have everything spruced up again! When I noticed the gardeners unloading the truck this morning, I spoke to them about



the need for drainage.

David is satisfied with the slope and does not believe that this problem will re-occur. Management to provide letter to Kelly letting her know that there will be no further action at this time, but that she is welcome to let us know if the water pools next rainy season and we will address it at that time.

Committee Notes (requested for inclusion on the agenda):

- Remediation work for zones 1, 2 and 3: If they are to be considered at the May 21 Grounds Committee meeting, we need proposals from David by the end of this Friday, the 15th. It was agreed at this meeting that the best way forward for the current zone walk “extra work” is to have David bring a “not to exceed” price to this meeting and if the Board finds it reasonable, the work can be approved in the meeting and reported to the Board monthly.



- Will we get a proposal for 1422 Commons? Christina George approved a not to exceed price of \$250 for this area.
- Update from David regarding meeting with Marty on zone 1 irrigation cost reimbursement from the City. See update in section one of these minutes.
- Do we want to continue to direct zone stewards to the Coast and The Grove tracking reports? Is the distribution of landscape status meeting minutes sufficient to keep them apprised of the status of projects in their zones? It was agreed that these minutes take the place of the old work trackers.
- I've heard from the treasurer of Village 5. His name is Jeff Gustafson, and he's a friend of many years. Their association would like to confer with us on the boundary between our associations between 2247 and 2259 Commons and 1240 and 1242 Commons. They have two concerns: erosion on the slope, and people cutting through the area to go from one association to the other. Jeff tells me he can represent Village 5 in this matter. They'd like to come to a common plan to solve the two problems they see. Note that this is the same area as where the two birches are that concern Mike Caplan, another Village 5 resident, but it's a separate issue. It was agreed that Steve will do the preliminary work on this issue.
- David looked at zone 7 Friday. I sent him Solveig's comments attached. Please include an item asking David to report on his findings. There is not a Coast zone walk there until July 24. David will address the issues.

Tree Work: Paul DuBois of the Grove has provided an update on open work orders:

WO#: 909903	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	Zone 3 Landscape	Category:	TREE MAINTENANCE
Date Created:	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Description:	Grove~ During zone 3 landscape walk 5/8/2020 the following items were noted for assessments: *Corner of Howe/Swarthmore - 3rd dogwood is very distressed *709 Dunbarton - Tree leaning / pulling out stakes *1109 Dunbarton - Tree recommendation for front of home Thank you		
History Items:	Date:	Type:	Description:
	5/12/20	Update	The 3 recently planted dogwood trees at the corner of Howe and Swathmore appear to be water stressed, obviously the ground is wet from the very recent rain but scratching around at the base just under the top soil dry is dry soil so its severe water stress the third one in has big damage at the base as well not sure that one will make it.



WO#: 909775	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1335 Vanderbilt Way		Category:	Tree Evaluation
Date Created: 05/11/2020	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Description:	Grove~ Reported that there are several dead branches in tree overlooking patio that could be a possible hazard. Please assess and advise if removal is required. Provide cost for removal if needed. Thank you		

History Items:	Date:	Type:	Description:
	5/12/20	Update	The tree is a mature Mayten #1642 there is major dieback in the canopy, with the trees age and current state I'd say this tree is in decline and will likely continue I recommend removal



WO#: 908093	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1426 Commons Dr		Category:	TREE MAINTENANCE
Date Created: 05/01/2020	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.



Description:	Paul There are branches that they are falling from the tree across form 1426 commons into their driveway, and according to the home owner they are big. thanks		
History Items:	Date:	Type:	Description:
	05/12/2020	Update	The tree crew completed this clean up on that same day 5/1/20 all done
WO#: 902713	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 1 Landscape		Category:	TREE MAINTENANCE
Date Created: 04/14/2020	Date Completed:	Vendor:	*FRANK CARSON LANDSCAPE & MAINTENANCE INC.
Description:	Grove~ Please proceed with approved proposal dated March 16, 2020 for tree maintenance in Zone 1 NTE \$6137. Thank you		
History Items:	Date:	Type:	Description:
	5/12/20	Update	this work is scheduled to start on the 26th -29th

I also brought to his attention the three tree items brought up on the Zone 3 walk on Friday:

- Leaning pistashe at 709 Dunbarton- I believe we can retain that tree and do some corrective pruning to redirect the growth and pull the tree stakes other wise if you want us to pull the tree and start over fresh that’s an option as well
- 1109 replacement trees- Trident Maple, Norwegian sunset maple, Forest Pansy Redbud, American Hop Hornbeam any of these would do well there
- As for the liquid ambers at 409 Dunbarton, I don’t recall if we actually received the green light on moving forward with those tree removals, I do recall meeting with the property owner at Steve’s request and that from that meeting the grounds committee would make a decision but I don’t recall having a WO sent with that approval, of course if we are approved to move forward on those I will get them on schedule asap for early June. Bettsi’s note: We’re checking our notes for more information about this tree- maybe Steve has more memory of it. **Steve thinks it was from last fall and will check his notes.**

He also noted a couple of other items:

- On another note while looking at trees I noted 2 dead birch trees in front of 1431 commons near the roundabout and there is a pistache tree near the patio in the alley at the same address that



needs the tree stakes removed. Also 1 small dead tree in the green belt near 306 Dunbarton.



- I have attached a few photos for reference for some of the items above as well as a tree guide of trees I recommend for the Sacramento region I put together for replacement trees that I am encouraging our landscape division to recommend when we call for new tree plantings.

It was agreed at this meeting to ask Paul to include proposals for his recommendations with his next zone report and proposal.

Review Zone 3 Site Walk 5/8/20. Manager's notes provided in advance materials to this meeting.

These notes are not outside of a community manager's regular duties- they are just more formalized than in the past. They will be useful for sharing with David since he will not be participating on the walks to help prevent the spread of COVID-19 as instructed by his employer. They also serve as a report to the Board and the Zone Stewards in addition to aiding the ACM's in placing work orders or issuing compliance letters.

David will walk Zone 3 and will refer to Manager's notes to ensure all concerns are taken care of. Two work orders have been created- one for no-charge maintenance items noted on the walk and a second one for extra work such as laying bark.

General Notes

- Zone 7 Levee berm. **David is preparing proposal that will include maps of proposed actions and the elements of each action for future discussion.**
- Invasive grass species discussion- scheduled for 2021. David will provide some pricing estimates so Board can assure that Reserve Funds can be available if they agree to move forward on this project. **Goal date: 5/19/20 for winter grasses and 6/1 for irrigation in time for beginning Reserve Study update. David advised that there will be two focuses**



for this project: dormant invasive grasses in winter and poor irrigation coverage. He will provide recommendations for both.

- Discussed islands impacted by water meter installations. David will bring suggestions for Colby Ct. entry island. Roundabout at the end of Commons: **David is preparing proposal. Review design next week.** For Colby we agreed to use the planned plants minus half a dozen. Proposal for painting is forthcoming.
- Roundabout in front of the main clubhouse- this renovation will be completed in the future- **no dates at this time.**
- Water Meters- Will continue to discuss necessary and desirable landscape enhancements around newly installed water meters. It was agreed to address landscaping needs at the meters zone-by-zone on the landscape walks.



Weekly Landscape Status Meeting

Tuesday, May 19, 2020

2:00 pm by Teleconference

MINUTES

Attending:

General Manager, Bettsi Ledesma

Landscape Manager, David Culbertson

Grounds Chair, Steve Huffman

Board Liaison, Christina George

Approved Work Status Check:

- Proposal 55, Zone 1: Status Update -the following substitutions will be ordered for arrival end of week or early next week:
 - 12 Adelphi- sod- substituting seed instead
 - 35 Adelphi- 4 acubas- substituting Aurelias instead
 - 2308 ARD- 12 coral bells- sub campanulas instead, 2 Daphne- substituting azaleas instead
 - 1039 Colby- 2 acubas- substituting Aurelias instead
 - 15 Adelphi- 3 pieris japonica- substituting azaleas instead
- Proposal 53, Zone 5B: Status Update -
 - 1137 Vanderbilt- 1 euonymus -plant next week
- Proposal 52, Zone 4: Status Update -
 - Cabana- 1 persimmon; Zone Stewards want to wait until 15 gallon is available later this summer
- Proposal 51, Zone 6A: 95% complete- Status Update -the following plants will be planted next week.
 - 816 Elmhurst- missing rock- was waiting for tree removal, Bettsi to check status of tree removal with Paul
 - 710 elmhurst- 1 albutulon
 - 602 elmhurst- 5 Correa
- Proposal 57, Traffic Islands: Island planting- Status Update -the following plants are currently unavailable. Landscaper is searching for suitable substitutes where possible. If not possible to substitute, plants will remain on this list until it comes available:
 - Missing pea shrub
- Howe Ave. Berm: Project is moving along well.



- Zone 1 Drip Conversion is complete. All materials due to the City by May 20th for rebate.
- Zone 5 Walk, Proposal 58: **Status Update** In process now- bark and rock install
- Zone 6 Walk, Proposal 59: **Status Update** to follow Zone 5
- Various Sites- LSM Follow up, Proposal 60: **Status Update** to follow zone 6

Note from David regarding warranty material: This does not include any warranty material. I'm working to get these plants in or substitute species with the plant order next week for the Howe plantings. Still checking list of claimed warranty plants.

Pending Proposals: David's NTE Prices for Zone Walks 1-3 were approved at this meeting as noted in the work order table below:

Work Orders Status:

- David provided some updates on the 16 open work orders as noted below:

1WO#: 911192	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Clubhouse		Category:	Irrigation
Date Created: 05/18/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast please check the irrigation at the clubhouse , outside Bettsi office near the pools thanks		
History Items:	Date:	Type:	Description:
	05/18/2020	E-mailed Work Order	Coast please check the irrigation at the clubhouse , outside Bettsi office near the pools thanks
2WO#: 911135	Status: Open	Progress Code:	Request Sent
Unit/Common Area: 1395 Commons Dr		Category:	Irrigation
Date Created: 05/18/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Juan~ Please assess and make necessary repairs/adjustments to sprinklers on right side of home (when facing home) on Dunbarton Circle. Appears to be broken line under widows of living room - water sprays straight up and pools on ground. Thank you.		
History Items:	Date:	Type:	Description:



3WO#: 910953 Status: Open Progress Code: Request Sent
Unit/Common Area: Zone 4 Landscape Category: Landscape
Date Created: 05/15/2020 Date Completed: Vendor: Coast Landscape

Description: Coast~ Please provide an NTE price for Zone 4 per grounds walk 5/15/2020:
 510 D /side - Lay Bark
 306 D / back - Lay bark in bed
 506 D / backside walkway- Lay walk on bark
 606 D / front side- Clean out old ivy canes and lay walk on bark
 500 D / Alley - Lay walk on bark on corner
 150 D /front of cabana - Remove rock under redwoods (large and small) Reuse in other areas - store extra in University yard
 202 D / Front - Lay walk on bark
 714/716 D - Alley - Lay walk on bark in both beds at 716 entry and bed at end of alley
 1112 D / Alley - Lay bark
 1104 D / Alley - Fill in corner with rock from cabana / fill in rest of bed with bark
 1108 D / Alley - Lay bark
 1104 Alley /1014 Front - Add bark to bed and moss rock on asphalt side
 1102 D - Front / Lay bark
 1395 C - Lay walk on bark in bed with Japanese maple Thank you

History Items: Date: Type: Description:

4WO#: 910949 Status: Open Progress Code: Request Sent
Unit/Common Area: Zone 4 Landscape Category: Landscape
Date Created: 05/15/2020 Date Completed: Vendor: Coast Landscape

Description: Coast~ Please follow up on the following maintenance items noted during the Zone 4 grounds walk 5/15/2020:
 510 D - clean up planter bed
 208 D - hand pull violets 206 D - clean out grass weeds
 1000 D - weed bed
 1102 D - liriops need to be trimmed / clean weeds
 1112 D - hand pull weeds at base of light post
 Thank you

History Items: Date: Type: Description:



5WO#: 910917	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	Zone 3 Landscape	Category:	Irrigation
Date Created:	Date Completed:	Vendor:	Coast Landscape
	05/15/2020		
Description:	Juan~ Please proceed with repair of 3 broken lateral lines located near 813 Dunbarton. Thank you		
History Items:	Date:	Type:	Description:
6WO#: 910698	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	Zone 3 Landscape	Category:	Irrigation
Date Created:	Date Completed:	Vendor:	Coast Landscape
	05/14/2020		
Description:	Juan~ Please proceed with replacement of burned out solenoids at Valve 41 and 62 NTE \$160. Thank you.		
History Items:	Date:	Type:	Description:
7WO#: 910591	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	2317 Swarthmore Dr	Category:	Landscape
Date Created:	Date Completed:	Vendor:	Coast Landscape
	05/14/2020		
Description:	Coast~ Please pick up and dispose of random items left in the landscape in front of this home / street side. Thank you.		
History Items:	Date:	Type:	Description:
8WO#: 910481	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	Zone 5 Landscape	Category:	Lake Maintenance
Date Created:	Date Completed:	Vendor:	Coast Landscape
	05/13/2020		
Description:	Coast~ Please replace deteriorated backflow cover located in alleyway and along 505 Elmhurst. Thank you		



History Items:	Date:	Type:	Description:
9WO#: 910338	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 5 Landscape	Category:	Landscape	
Date Created: 05/13/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please re-set shrub that has been knocked over on the south side of the Commons tennis court. Thank you.		
History Items:	Date:	Type:	Description:
10WO#: 910140	Status: Open	Progress Code:	Received
Unit/Common Area: Zone 1 Landscape	Category:	Irrigation	
Date Created: 05/12/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast, please check irrigation on turf in front of homes on Commons from 1033-1049. Turf is drying out and beginning to show brown. Thank you!		
History Items:	Date:	Type:	Description:

WO#: 909538	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 3 Landscape	Category:	Landscape	
Date Created: 05/08/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with the following items per Zone 3 grounds walk 5/8/2020: 201 D ~ Lay walk on bark 601 D - Front to alley ~ Plant missing / needs fresh bark 609 D - Front ~ Lay bark on both sides of walkway / trim out dead portions of small shrub 709 D - Facing greebelt/Howe ~ Bark along edge of berm / covering mud 809 D ~ Lay walk on bark on both sides of walkway 805 D - Alley ~ Watering issue / plants dry / asphalt wet - - Lay walk on bark in bed 813 D - Front along University ~ Remove ground cover on either side of stairs / lay sod 817 D - Side ~ Lay bark under redwoods 1109 - 1105 / 1103 D ~ Weeping sprinklers / standing water		



1431 C - Front ~ Remove dead azalea and add bark in planter bed on hill in front of windows. Lay walk on bark in planter bed at front walkway 1113 D - Behind ~ Lay walk on bark 1431 C - Behind ~ Lay walk on bark 1423 C - Front ~ Lay walk on bark Thank you			
History Items:	Date:	Type:	Description:
	5/19/20	Proposal	\$1,750.00
Approved by C. George at this meeting			
WO#: 909530	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 3 Landscape		Category:	Landscaping
Date Created: 05/08/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with the following items under warranty or no charge to HOA: 2320 S ~ Remove 2 dead azalea facing street 2326 S ~ Replace dead plants along house 2328 S ~ Replace 13 dead warranty plants behind brick wall Corner of Howe/Swarthmore ~ Too much redwood debris and branches, please remove 2330 S Front ~ Replace warranty plants 201 D ~ clean up & remove hedge in front (wheelers dwarf and two privets to the right of the wheeler's dwarf) 601 D Alley ~ Warranty shrub replacement 607 D - facing greenbelt ~ too much water / 2 dead plants in front of wall (warranty replacements) 811 D ~ dead warranty plants in front of wall 807 D - Front ~ cleanout duff between tree and fence 815 D - Front ~ Aneuba looks diseased - inspect and report 1101 D - Side ~ 2 dead warranty shrubs in front of window 1113 D - Behind ~ allow duff to accumulate / clean out yucky parts and under ancuba 1431 C - Behind ~ remove weeds 1112 D - Front ~ Remove nursery stake from new pistache Thank you		
History Items:	Date:	Type:	Description:
WO#: 909222	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 6 Landscape		Category:	Landscape
Date Created: 05/07/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with board approved proposal #59 NTE \$3814 for landscape remediation 810 Elmhurst 804 Elmhurst 722 Elmhurst 608 Elmhurst 604 Elmhurst 606 Elmhurst 502 Elmhurst 306 Elmhurst Thank you		
History Items:	Date:	Type:	Description:
WO#: 909217	Status: Open	Progress Code:	Request Sent
Unit/Common Area: Zone 5 Landscape		Category:	Landscape



Date Created: 05/07/2020	Date Completed:	Vendor: Coast Landscape
Description: Coast~ Please proceed with Board approved proposal #58 NTE \$4317 for bark in various locations. 1143 Vanderbilt 1125 Vanderbilt 1191 Vanderbilt 1235 Vanderbilt 201 Elmhurst 1245 Vanderbilt 1287 Vanderbilt Thank you		
History Items: Date: Type: Description:		
WO#: 909209	Status: Open	Progress Code: Request Sent
Unit/Common Area: Landscape		Category: Landscape
Date Created: 05/07/2020	Date Completed:	Vendor: Coast Landscape
Description: Coast~ Please proceed with Board approved proposal #60 NTE \$3825 for various plantings throughout the community. 1411 Commons 109 Dunbarton 2275 Swarthmore 1390 Commons 1039 Commons 1053 Commons Thank you.		
History Items: Date: Type: Description:		
WO#: 908929	Status: Open	Progress Code: Request Sent
Unit/Common Area: Zone 2 Landscape		Category: Landscape
Date Created: 05/06/2020	Date Completed:	Vendor: Coast Landscape
Description: Coast~ Please assess new sod that was placed in Swarthmore view area. Reported that there are several pancake sized areas that appear to be dry/dying at the West end near the sidewalk of Village 2. Thank you		
History Items: Date: Type: Description:		
WO#: 908798	Status: Open	Progress Code: Request Sent
Unit/Common Area: 328 Elmhurst Circle		Category: Landscape
Date Created: 05/05/2020	Date Completed:	Vendor: Coast Landscape
Description: Coast~ Please remove dead warranty gardenia and replace with new plant. Be sure to check irrigation in area for adequate water to area. Thank you		
History Items: Date: Type: Description:		
WO#: 908664	Status: Open	Progress Code: Request Sent
Unit/Common Area: Zone 2 Landscape		Category: Landscape
Date Created: 05/05/2020	Date Completed:	Vendor: Coast Landscape



Description:	Coast~ Please follow up on Warranty (no charge) work noted below per grounds site walk 5/1/2020: 1304 C - Replace 1 warranty plant 2286 S / Alley - Replace 2 warranty plants 2282 S / Alley - Drip irrigation may have a break 2274 S / Alley - Check irrigation - looks dry Also thin the canes of the nandina for better appearance 2264 S - Check irrigation in dry creek bed. Plants look a little dry and stressed 2234 S / Front - Replace warranty plant as base of birch 2255 S / Back - Plant 2 warranty replacements 2265 S / Back - 2 Warranty plants 2265 S / Front rock bed - Spray weeds 2261 S / Front - Remove nursery stakes of new trees 2285 S / Front - Watering issue under redwoods / perhaps valve stuck open 1306 C / Alley - Lay bark in shrub bed 1136 V - Clean up new planting area / weedy 2242 S / Front - Replace warranty plant Thank you		
History Items:	Date:	Type:	Description:
WO#: 908660	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	Zone 2 Landscape	Category:	Landscape
Date Created: 05/05/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with the items noted below per grounds site walk 5/1/2020: 1304 C ~ Move azalea under camellia to main area by walkway 2266 S / Alley - Lay walk-on bark 2270 S / Front - Lay bark to right of front walkway 2268 S / Front - Bark both sides of front walk 2264 S / Front - 3 more foxtail ferns in planter bed between 2264 & street 2265 S / Back - Add bark 1112 V / Front - Replace boulder with similar to the others 1112 V / Front - Remove dead plants and add bark Thank you		
History Items:	Date:	Type:	Description:
	5/19/2020	Proposal	\$1,032
Approved by C. George at this meeting.			

11WO#: 908300	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	1118 Vanderbilt Way	Category:	Landscape
Date Created: 05/04/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please see message below and follow up as needed/necessary: Upon inspection of the planting area this morning, I noticed that two additional gardenias appear to be dying. Looks like a disease issue, but I am not an expert. So before replanting, the area needs to be inspected and plants examined as to what needs to be done. In addition, three additional lantanas are looking poorly. All these plants are in an area along the walkway that has had issues in the past-water in particular. The lantanas further down the walkway seem to be doing fine. Can you examine this area and let me know what course of action management plans on taking to correct this situation? Thank you		
History Items:	Date:	Type:	Description:
	5/6/20	Update	gardenias and lantana have plenty of water, they are being watered 3 days a week with two 15 minute run times (1.5 gallons of water per week per plant). I



have sent photos back to the nursery to get their opinion. The plants are yellowing, but they have not been in the ground long enough to be showing nutrient issues (plus we add slow release fertilizer tablets with every new plant). Planting practices appeared to be good.

Lantana- the odd thing about the lantana is that there are 8+ lantana, the ones to the west are doing well, and the ones to the east in the thin planter have comparatively stunted growth. Both sets of plants came from the same nursery and were planted by the same crew. The only differences between the two sets are potentially the soil, and the irrigation (the ones to the west have overhead sprays). We will continue to monitor their health/growth.

13WO#: 907322 **Status:** Open **Progress Code:** Request Sent

Unit/Common Area: Zone 1 Landscape **Category:** Landscape

Date Created: 04/28/2020 **Date Completed:** **Vendor:** Coast Landscape

Description: Coast~ Please proceed with the following items noted during Zone 1 landscape walk 4/24/2020:
 12 Adelphi - Remove full size nandina covering mail slot.
 1113/1115 Adelphi-Alley: Lay bark in planter bed
 16 Adelphi - Remove dead gardenia and clumpy ivy patch. Lay walk on bark throughout planter bed.
 30 Adelphi - Remove azalea next to front door. Lay walk on bark on both sides of front walkway and continue the bark down to the edge of the lawn near the alley
 1119 Commons - Remove volunteer calla lilies and lay walk on bark
 1016 Commons Alley - Remove small tree in front of fence next to gate.
 5 Colby - Replace dead azalea in front
 2316-2318 ARD Alley - Plant appropriate shrub and lay walk on bark in the planter bed Thank you

History Items: Date: 5/12/20 Type: Update Description: **Jose has completed maintenance items**
Proposed price 5/19/20: \$1,355.00

C. George approved the proposal at this meeting.

14WO#: 902710 **Status:** Open **Progress Code:** Request Sent

Unit/Common Area: Landscape **Category:** Landscape

Date Created: 04/14/2020 **Date Completed:** **Vendor:** Coast Landscape

Description: Coast~ Please proceed with BOD approved proposal #47 NTE \$20,166 to replant entry islands throughout community.

History Items: Date: 5/6/20 Type: Update Description: In progress



15WO#: 902709	Status: Open	Progress Code:	In-Progress
Unit/Common Area:	Landscape	Category:	Landscape
Date Created: 04/14/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with approved proposal #55 to renovate turf areas on Howe in Zones 1 and 2 at lowest cost option NTE \$5,450. Thank you		
History Items:	Date:	Type:	Description:
	5/6/20	Update	In progress
16WO#: 901300	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	509 Elmhurst Cir	Category:	Landscape
Date Created: 04/03/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please clean out ivy under azaleas and remove loriops. Lay bark at door step on both sides. Thank you		
History Items:	Date:	Type:	Description:
	5/6/20	Update	Done, but more bark to be added
17WO#: 897043	Status: Open	Progress Code:	Request Sent
Unit/Common Area:	Zone 1 Landscape	Category:	Landscape
Date Created: 03/05/2020	Date Completed:	Vendor:	Coast Landscape
Description:	Coast~ Please proceed with BOD approved proposal #55 NTE \$18,924 for Zone 1 remediation. Thank you.		
History Items:	Date:	Type:	Description:
	5/6/20	Update	Sourcing plant substitutes for unavailable shrubs

Homeowner Requests:

- From John Baker: This photo is behind my place at 2256 Swarthmore. The Area on the right of the walkway once had ivy and drip irrigation. The ivy was then torn out, leaving only some bark and lots of redwood debris. The area on the left was formerly turf which has also been replaced with some bark and mostly redwood debris. I'm wondering whether there are any plans to return to these areas with anything green rather than the desert that exists now. It was agreed that David, Bettsi and Steve will look at the area Friday and review next Tuesday in LSM. There is a plan for this in the Fall- Steward has spoken to owner and management will follow up with an email.



- 1104 Dunbarton. He is asking for some new plants in front of his home; however, he would like some input as to the type. I advised that I could not guarantee anything, but would put this request in the mix and let him know what is decided. Tim is willing to hear what type of plants Coast feels would flourish in this area and be able to pick the plant of his liking per the discretion of Coast. Bettsi will look at the area to see if remediation is called for.
- 1182 Vanderbilt. I have mushrooms growing in my lawn at the front door to the right facing the door. They seem to be getting worse. I think they just mow over them and they are spreading. I simply get tired of pulling them up. Per David, mushrooms are breaking down tree roots and pose no harm.
- Bill Endicott, 1065 Vanderbilt - I noticed over the weekend what appears to be a sink hold in the front lawn of my condo, just behind the fire plug. Had not seen it before, so I'm wondering if maybe caused by a water leak or something. Somebody should probably take a look at it. WO to investigate cause.
- 509 Elmhurst Circle - spray two bushes to the right of the garage they appear to have some disease going on you can see the brown on the brand new light green leaves I sprayed a couple of weeks ago for spiders but that doesn't seem to be yet however



there were lots of spider webs.
WO for David to investigate



- 1350 Commons - I am writing in follow up regarding the landscaping around my home. The area around the front door was worked on, as is noted in the thread, and the area along my living room window, patio fence and patio walkway/entrance are sorely lacking. While some of the weeds have been killed off and removed from the garden along the fence and the hydrangea is growing, the landscape still is less than ideal. Walking around the neighborhood this morning, I see a lot of lovely plantings and work that has been done to beautify the areas and as solutions for areas where grass may not grow well or where planting choices appear to thrive and really beautify the area. Are these choices made at the homeowners expense to upgrade? I recall seeing something to that effect in paperwork I reviewed when purchasing my home in 2018, but would not have thought that the work done which involved digging up areas around the front of my home would require me to pay additional funds to repair/relandscape. Can you please provide an update to the email thread regarding work that was suggested to have been proposed or considered and what options or plans there are for moving forward?





It was agreed at this meeting that this landscape is acceptable and that no further action is required.

- 1118 Vanderbilt- Hello Bettsi. I am taking you up on your suggestion that I keep you informed of the “gardenia plant status”. It has been a week since the grounds Tuesday meeting discussed these plants. Now take a look at the pictures. Gardenia1 is an original plant that in just a week has died. Gardenia2 is also an original plant and looks about a week away from death. The gardenia3 is the most recent re-plant that you and Steve etc. saw two weeks ago when you came over. It had been planted the day before your visit. It was green and thriving. Now look at how it is yellowing and developing the same traits as the previous gardenias.

Bettsi, I really think this particular area is not conducive to planting this shrub. Is it possible for Coast to try something else here that would be consistent with the current landscape they recently upgraded. Look forward to your response. Regards. Frank



It was agreed at this meeting to continue to monitor the shrubs. No replacements at this time.

Committee Notes (requested for inclusion on the agenda):

- I'll have met with Diane D about John Baker's issue and be able to report on it. This was discussed- see notes above.
- I assume we'll ask David about documenting our zone 1 irrigation expenditures. Hope the city got them on time. This was discussed- see notes above.
- Ask David and Paul if they continue updating their tracking reports. I don't think they need to unless your office uses them. Neither vendor has been using the trackers in recent months. These minutes have replaced them.
- I'll ask you if The Grove proposal for removal of three liquidambar will go to the Board for their approval 5/27. This was discussed and management confirmed that these will be in the approval calendar in the next executive session, but a date for the session has not been scheduled.
- You and I got a message from Markus 5/13 at 10:21. If you include the message with the attachments tomorrow, David would have the opportunity to take action prior to the zone walk on Friday. These items were discussed at some length. It was agreed that management will obtain pricing to paint the letters on the monument signs.
- Did you write Village 5 about the birch trees? Management will have this letter to the requestor by close of business May 22.

Tree Work: I have found the proposal for the tree removals at 409 Dunbarton and will include them in the next executive session agenda. Paul had no further updates at this time.

Review Zone 4 Site Walk 5/15/20. Manager's notes provided in advance materials to this meeting.



These notes are not outside of a community manager's regular duties- they are just more formalized than in the past. They serve as a report to the Board and the Zone Stewards in addition to aiding the ACM's in placing work orders or issuing compliance letters.

David has walked Zone 4 and will refer to Manager's notes to ensure all concerns are taken care of. Two work orders have been created- one for no-charge maintenance items noted on the walk and a second one for extra work such as laying bark which will require a NTE price from David.

General Notes

- Zone 7 Levee berm. **From David:** I walked the irrigation with Juan and took a better look at the irrigation. While out there I took a better look at the grasses on the levee. The grasses we have on the hill are weedy grasses and will not give the nice natural look we are looking for (see the attached pictures, two are of the current levee grass, the other is of the wild grasses behind the apartments next door).



I am reaching out to Pacific Coast seed to get pricing and seed mixes for natural mixes and potential pricing for hydroseeding so that we get the natural look desired as opposed to a weed field.

- Invasive grass species discussion- scheduled for 2021. David will provide some pricing estimates so Board can assure that Reserve Funds can be available if they agree to move forward on this project. **Goal date: 5/19/20 for winter grasses and 6/1 for irrigation in time for beginning Reserve Study update. David advised that there will be two focuses for this project: dormant invasive grasses in winter and poor irrigation coverage. He will provide recommendations for both.** Regarding the winter grasses, David reports that approximately 10% of the turf is invasive, approximately 13 acres. To replace these with sod would cost \$108,000 (\$2 per square foot x 54,000 square feet). He will report back with pricing for seed instead of sod.



- Roundabout in front of the main clubhouse- this renovation will be completed in the future- **no dates at this time.**
- Water Meters and Landscape renovations- Will continue to discuss necessary and desirable landscape enhancements around newly installed water meters. Bettsi will send meter map to David for his recommendations.

May 20, 2020

To the Board:

I saw Bettsi and a contractor surveying the courts for possible resurfacing. The last time it was done, the current cracks started reappearing approximately 2-3 weeks after the job was completed. I alerted the office in case there was any kind of warranty, because it is expensive to repair.

Since the resurfacing of the courts is under consideration, would the board also consider turning our 2 temporary courts into permanent courts? The temporary nets are being replaced about every 9 months. Good nets are being purchased, but they do not last. I don't know the cause.

Bocce ball. If the community is truly running a deficit, perhaps waiting to build a court would be prudent. Also a survey of the community might be in order to see if there is interest. Bocce ball being the 3rd most popular sport is only cited on the Elyson website. Elyson is a new retirement community. If you google, "The World's Most Popular Sports", it doesn't come up. Yes, Sun City Lincoln Hills is building out to 12 bocce ball courts. That is not member demand but to attract tournaments.

Actionable item: If the courts are being considered for resurfacing, please consider making the two (2) temporary clubhouse courts permanent.

Thank you,

MJ Lindgren

703 Dunbarton Circle

Bettsi Ledesma

From: Bettsi Ledesma
Sent: Wednesday, May 20, 2020 4:02 PM
To: 'Margaret Flynn'
Subject: RE: Letter for the Board Meeting May 27th

Thank you for the letter, Margaret. I will ensure that it is in the Board's advance materials for next Wednesday's meeting. I am sorry that I've distressed you with the courtesy notice. With a property the size of Nepenthe, the Board of Directors does expect management to perform its duties in an orderly manner with documentation of any actions taken.

I appreciate you letting me know about the trellis. It exhibits an unusual means of attachment to the house which is not consistent with the adopted Nepenthe Architectural Guidelines. I will consult with the directors and get back to you as to whether any further action from either of us is required at this point.

Kind regards,

BETTSI LEDESMA, CMCA®

General Manager, Nepenthe Association

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GLOBAL SERVICE STANDARD

*We seek honest and timely feedback on how to continuously improve the quality of our service and ourselves. Please take a moment to let my supervisor **Michael Marshall** know how I am doing at 916-293-4749 or email Michael.Marshall@fsresidential.com.*

From: Margaret Flynn <maf737@att.net>
Sent: Wednesday, May 20, 2020 2:55 PM
To: Bettsi Ledesma <Bettsi.Ledesma@fsresidential.com>
Subject: Letter for the Board Meeting May 27th

Please submit the attached letter for the Board Meeting May 27th.

Sincerely,

Margaret Flynn

May 20th, 2020

Nepenthe Association
C/O Onsite Nepenthe
Club - 1131 Commons Dr
Sacramento, CA 95825
Ph: 916-929-8384
Fax: 916-929-1773

Attn: Nepenthe Board of Directors
 Wednesday, May 27th

This is an open letter to the board in regards to inappropriate actions of our General Manager. In these trying times we look for reassurance and comment of excellence from our leadership. Our leaders should be building our community resolve not breaking it down, direction should come from a place of kindness and humility, not an attack of false accusation.

I have lived here for seven years. My neighbors from day one have been a source of strength and comfort, but I have not received that same support from our General Manager. I received a letter today regarding: **Not approved architectural modifications** to my home. The Trellis attached to my home has been there from the day I bought the house. It is an original design feature of the Campus Commons Homes. It has been attached to my home since **1976**. Anyone who is familiar with the origins and intent of the architectural design of this community should know that. If the General Manager had done the neighborly thing of ringing my door bell and asking a question, we could have had a good laugh about how she believed that the 40 something year old trellis was new.

I am asking this board to advocate a positive guidance and supervision of our General Manager, not only during these trying times, but also into the future. We should be building community spirit, not breaking it down. With help and input from the community good leadership can be accomplished.

Sincerely,

Margaret Flynn
815 Dunbarton Cir

May 19th, 2020

Nepenthe Association

C/O Onsite Nepenthe
Club - 1131 Commons Dr
Sacramento, CA 95825
Ph: 916-929-8384
Fax: 916-929-1773

Attn: Nepenthe Board of Directors
 Wednesday, May 27th

I would like to request that the board open the pools for exercising swimming only. The common practice in Sacramento County and throughout California is to have only one person in the pool at one time. Signup sheets could be placed at each pool and social distancing at all times on the pool deck could be easily adhered to. I am not asking that the pools be open for recreational use, just exercising. Larger pools such as Rio Del Oro are using every other lane. The pools here at Nepenthe are not large enough for that to work, so the one person per pool works well.

Thank you for reviewing my request I look forward to your response.

Sincerely,

Margaret Flynn
815 Dunbarton Cir



**NEPENTHE ASSOCIATION
BOARD OF DIRECTORS MEETING**

April 8, 2020, 5:30 PM

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

**OPEN SESSION MINUTES
(MEETING HELD VIA TELECONFERENCE DUE TO COVID-19 PUBLIC HEALTH ORDER)**

I. CALL TO ORDER 5:30 PM

Present	Board Member	Position
X	Christina George	President
X	Linda Cook	Vice President
X	Will Vizzard	Treasurer
X	Jan Summers	Secretary
X	Greg Beale	Member at Large

II. ANNOUNCEMENTS

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met in Executive Session on April 8, 2020 in order to consider matters relating to personnel, contract negotiations, legal matters and member discipline.
- b. **Contracts Disclosure:**
 - i. Zone 1 Tree Work, \$6,137, The Grove Total Tree Care
 - ii. Traffic Island Enhancements, \$20,166, Coast Landscape
 - iii. Howe Turf Removal, \$5,450, Coast Landscape
 - iv. Fence Replacement, \$2,620.06, James Williams and Son, 814 Elmhurst Circle
 - v. Siding Repair, \$1,844.06, James Williams and Son, 2250 Swarthmore Drive
 - vi. Siding Repair, \$907.22, James Williams and Son, 305 Dunbarton Circle

III. COMMITTEE REPORTS

- a. Architectural Review Committee, no report beyond submitted minutes
- b. Finance Committee (no report)
- c. Grounds Committee, no report beyond submitted minutes
- d. Insurance, Legal and Safety Committee, no report beyond submitted minutes
- e. Outreach Committee (no report)

IV. MANAGEMENT REPORT – The following reports were provided to the Board in their advance materials:

- a. Management actions since the last Board meeting
- b. Manager’s Financial Report - Reserve Tracker
- c. March Nepenthe News
- d. 2020 Master Calendar

e. Landscape Status Meeting Minutes

V. **HOMEOWNER CORRESPONDENCE** - The Board reviewed letters from homeowners on various issues related to the community.

VI. **HOMEOWNER COMMENTS** – A few homeowners provided commentary on the agenda and the state of the community overall.

VII. **CONSENT CALENDAR**

Resolution: The Board approves Consent Calendar Items A to D as presented.

Motion: Director Cook

Second: Director Beale

Vote: All in favor

Begin Consent Calendar

- a. The Open Session minutes dated March 4, 2020 are approved as presented.
- b. The Board accepts the February 2020 interim financial reports and bank reconciliations as presented, subject to annual review.
The reports reflect a negative year to date variance of \$88,256.37 and reserve funding of \$440,946 compared to the reserve funding budget of \$181,623. The association was delayed in funding the reserves as budgeted in December and January in order to pay the annual Flood Insurance renewal. The negative variance reflects the payment of the balance of December 2019’s reserve contribution.
The Association has \$281,632 in operating funds, which represents slightly less than one month of budgeted expenses and reserve contributions. The Association has \$8,812,790 in reserve funds. Please see the Management report for more information.

- c. **Lien Resolution** The directors authorized the placement of 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
2389-02	\$1,557

- d. **Architectural Applications**

The Board confirms the recommendations of the committee; therefore, the following application is approved.

	Address	Application for	Recommendation
1	2249 Swarthmore	Window Replacements	Approval

End Consent Calendar

VIII. UNFINISHED BUSINESS

A. Accessory Dwelling Unit Criteria

The Accessory Dwelling Units policy was distributed to the membership for the state-mandated 28-day comment period. Once adopted, management will update the Community Rules and Architectural Guidelines and post them to the website.

Resolution: The Board adopts the new criteria governing the installation of Accessory Dwelling Units and Junior Accessory Dwelling Units within the association.

Motion: Director Beale

Second: Director Cook

Vote: All in favor

B. Repeal of the 2014 Resolution 138 Which Allows Homeowners to Pay for Plantings in the Common Area

The notice concerning the repeal of Resolution 138 has been distributed to the membership for the state-mandated 28-day comment period.

Upon repeal, governance regarding planting in the Common Area reverts to the CC&Rs Article V, Section 5.1(a) which states "Only the Association may remove any vegetation from or plant any vegetation on the Common Area." The Board has instructed management to write up the process by which homeowner landscape requests will be evaluated and acted upon. The proposed process has been enclosed in the directors' advance materials for their review.

Resolution: The Board repeals Resolution 138 which allowed homeowners to pay for plantings in the Nepenthe Association's Common Area and confirms the governance of the Common Area as stated in the Third Amended and Restated CC&Rs of Covenants, Conditions & Restrictions of Nepenthe Association.

Motion: Director Cook

Second: Director Beale

Vote: All in favor

C. Pickleball Guests

At the February Open Session, the Board discussed the number of guests to be allowed for Pickleball, as well as Tennis. The current rules allow for 4 guests per resident in the pool, but do not speak to the courts. Rule was sent to the community for the required 28-day notice period.

Resolution: Board to allow 4 guests per resident for the Sports Courts to match the rule for the pool area. Specific rule changes are below.

Rule to be added as follows:

3.4.7 Guests

Nepenthe residents must accompany their guests in and around the sports courts.

Residents are limited to four (4) guests per residence in the sports courts at one time.

Rule to be modified as follows:

4.5 Guests

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

- Guests must be accompanied by resident when using the amenities.
- Long term guests, such as house sitters, may use the amenities independently if the resident provides a note to management in advance.
- No more than four (4) guests per household in any of the pool areas or sports courts at once.

Motion: Director Vizzard

Second: Director Summers

Vote: All in favor

IX. NEW BUSINESS

A. Confirm the Board President's March 20, 2020 directive to close the amenities.

Resolution: The directors confirm the decision of the Board President to close the facilities of the association to comply with the current California Executive Order N-33-20 issued by Governor Newsom on March 19, 2020 and resolves to keep the facilities closed until the order is lifted.

Motion: Director Vizzard

Second: Director Beale

Vote: All in favor

B. Consider opening the Tennis Courts on Commons Drive and Elmhurst Circle.

The Board agreed to place this item on the agenda and was open to considering homeowner requests to open the tennis courts, but in light of the issuance of the revised Public Health Order on April 7, 2020 which specifically prohibits play on tennis courts, no action was taken on this item.

C. Adopt new charter for Grounds Committee

Proposed resolution: The Board adopts the Grounds Committee Charter dated April 8, 2020.

Motion: Director Cook

Second: Director Beale

Vote: All in favor

IX. HOMEOWNER COMMENTS

X. NEXT MEETING: Wednesday, May 6, 2020 at 5:30 pm in the Nepenthe Clubhouse

XI. ADJOURN 6:01 PM

NEPENTHE

May 14, 2020

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.

Date	Account No.	Total Amt Due	Past Due Assessment Only	Approved	Denied	Comment
05/14/20	1946-01	\$1,268.19	\$1,038.00			
05/14/20	2112-04	\$1,424.63	\$1,038.00			
05/14/20	2228-01	\$1,146.99	\$1,038.00			

Deferred Items from prior meeting

Date	Account No.	Total Amt Due	Past Due Assessment Only	Approved	Denied	Comment

Any two (2) Board members must sign:

By: _____ Date: _____

By: _____ Date: _____











Clubhouse Courts



Clubhouse Courts



Clubhouse Courts



Clubhouse Courts



Nepenthe Association Grounds Committee Member Duties

As recommended by the Grounds Committee to the Board May 21, 2020

Nepenthe's grounds are a community asset and a source of pride to residents. In order to effectively manage and maintain the grounds, the Board has appointed the Committee to support it in developing and maintaining a beautiful landscape in partnership with the contract landscaper, the arborist and management.

The Committee is a group of resident volunteers. Members include the Chair, , Secretary, Irrigation Steward, and Zone Stewards. A Board liaison also participates on the Committee.

ALL MEMBERS

Be familiar with basic documents:

- A. The Association bylaws and CC&Rs
- B. Standards and Practices for Committees
- C. The Committee's charter
- D. Grounds Vision Document
- E. Process for Homeowner Landscaping Requests

CHAIR

In addition to duties described in the Standards and Practices for Committees, the Chair will:

- A. Receive communications from stewards regarding grounds problems, and respond to them promptly.
- B. Inform each zone steward of homeowner requests within their zone by distributing minutes of weekly landscape status meetings.
- C. Attend the weekly landscape status meetings.
- D. Attend most zone walks.
- E. Organize and lead monthly committee meetings
- F. Represent the committee to the Board.

ZONE STEWARDS

A zone is a specified area of grounds within Nepenthe; large zones may be split into sub-zones shared by multiple stewards. The stewards' focus is the common/shared landscape; however, stewards also identify other issues impacting the community which are observable from the grounds.

- A. Observe Issues Within Assigned Zone/Sub-Zone
 - Take a broad perspective. What issues are the most important long-term? What deserve higher priority? lower priority?
 - Inspect assigned zone/sub-zone a minimum of two times a month to observe and notate by address and location at address (for example, alley side, north, west, etc.):
 - Issues within the common/shared landscape, including but not limited to:
 - Dead or dying plants/trees/turf
 - Irrigation requiring repair
 - Weeds and tree suckers
 - Hedges and ground cover needing trimming
 - Drainage issues caused by irrigation or rain
 - Newly planted areas that are not thriving
 - Homeowner actions in the common grounds, such as unapproved plantings

- Issues that are not related to the common plantings but impact the community, including but not limited to:
 - Landscape lighting requiring repair
 - Homeowner patios or porches with overgrown trees or plants, including vines growing on resident siding
 - Excessive potted pots and statuary on homeowner porches and/or the common grounds (per the CC&Rs)

B. Report Observed Issues

- Alert Management directly of issues needing immediate attention, such as broken sprinkler heads.
- Direct via email any other issues to the Chair.
- Keep informed by reading the weekly landscape status meeting minutes.
- Follow up with the Chair when required.

C. Zone Walks

Grounds

- Plan and lead walks with management and landscaper to discuss zone remediation, problems with regular maintenance, and other issues
 - Coordinate walk plan with any sub-zone steward(s)
 - Pre-plan the walk route (not to exceed two hours per zone; focus on areas of greatest concern)
 - At the beginning of the walk furnish copies of the zone walk form, with information on address, location within the address, and a description of each problem. If progress on a remediation proposal is to be discussed, furnish copies of the proposal.
 - Set start time and location and inform attendees by email (standard start time is 9 a.m.)
 - Walks occur every seven weeks

Trees

- Plan and lead walks with management and contracted arborist to identify issues with trees
 - Coordinate walk plan with any sub-zone steward(s)
 - Pre-plan the walk route (not to exceed two hours per zone)
 - At the beginning of the walk furnish copies of the zone walk form, with information on address, location within the address, and a description of each problem.
 - Set start time and location and inform attendees by email (standard start time is 9 a.m.)
 - Walks occur annually.

- D. Communicate with Homeowners' Within Zone/Sub-Zone Serve as a point-of-contact for homeowners wanting to discuss grounds. Stay informed of planned renovations and remediations in order to share this information with homeowners

IRRIGATION STEWARD

Serve as an advisor to management and the Chair when irrigation issues are identified in the weekly landscape status meeting. Keep abreast of trends in irrigation technology and advise management and the Chair when Nepenthe Association can take advantage of such innovations.



April 15, 2020

The Nepenthe Association
Bettsi Ledesma
1131 Commons Dr.
Sacramento, CA 95825
Phone: (916) 929-8380
Email: Bettsi.Ledesma@fsresidential.com

On April 15, 2020, I inspected several trees on the Nepenthe property during the monthly tree walk. The focus of the walk was to address resident/management concerns regarding mature trees on the property. The purpose of this report is to develop mitigation plans for the following trees and my recommendations are below. My recommendations are based on a Basic Visual Inspection. All decisions made based on the recommendations of this report are at the discretion of the Nepenthe Association.

- (Zone 2) No Tag Trident Maple (*Acer buergerianum*) next to 1304 Commons Dr. Continue structure pruning to encourage proper development (Figures 1-2). Figure 1 pictures tree in 2017 prior to 1st pruning. Figure 2 shows the trees response to pruning. Further pruning to train the trees growth is recommended.
- (Zone 2) Tree #391 Redwood (*Sequoia sempervirens*), 1300 Commons Dr. Tree still has evidence of boring insects (Figures 3-4) I recommend Safari Drench application to counter the insects and will be added to list of trees for deep root water during the summer months to protect against further stress
- (Zone 2) Tree # 403 Birch (*Betula pendula*) 2259 Swarthmore. (Figure 5) Tree has signs of decline in upper canopy. However the canopy still shows signs of vigor, I recommend pruning to remove the deadwood and retaining the tree and monitoring.
- (Zone 2) Tree # 530 Birch (*Betula pendula*) 2242 Swarthmore. Tree has been in decline for some time. (Figure 6) I recommend removal of this tree and replacement species of the ornamental variety.
- (Zone 2) Tree # 532 Birch (*Betula pendula*) 2242 Swarthmore. (Figure 7) Tree has several open pockets of decay and has been in decline for some time. I recommend removal of this tree and replacement of a tree variety that is medium to large in size for the green belt area placed outside the dripline of the Elm in a better location
- (Zone 2) Tree #533 Sycamore (*Platanus acerifolia*) in greenbelt near 2242 Swarthmore Dr. (Figure 8) Young tree has need of structural pruning to encourage proper development

- (Zone 2) Tree # No Tag Maple (*Acer Rubrum*) in greenbelt near 2244 Swarthmore Dr. (Figure 9) The tree has need for structural pruning to thin out canopy of overgrowth and to establish healthy branching. The pruning will remove a large branch growing up through the canopy that is causing damage from rubbing on the main trunk. As well as selective reduction cuts in upper canopy to encourage a central leader. The pruning will look aggressive for a while until the tree responds to the pruning.
- (Zone 2) No Tag Sycamore (*Platanus acerifolia*) in greenbelt near 2250 Swarthmore Dr. This tree we have been pruning to encourage proper structure and development. (Figure 10, Tree in 2017) the tree had very little form, (Figure 11, Tree 2020) we can see the efforts of the pruning and the tree is now developing correctly. Further pruning to train the tree growth is recommended.
- (Zone 2) Tree #482 Redwood (*Sequoia sempervirens*) next to 2276 Swarthmore Dr. (Figure 12-13). I reviewed the tree in 2019 and it then looked to have been exposed to herbicide by the discoloration pattern of the needles as well as the dieback of new growth. Monitoring this tree again this year there are signs of new growth, however there also appears to have a bacterial needle blight issue that may be brought on due to stress and seasonal moisture. I will continue to monitor this tree. The tree will be added to the list of trees to receive the deep root water during the summer.
- (Zone 2) Tree #No Tag, Trident Maple (*Acer buergerianum*), next to 1218 Swarthmore Dr. (Figure 14). Young tree has need of structural pruning to thin out canopy of overgrowth and to establish healthy branching.
- (Zone 2) Trees #538 Elm (*Ulmus parvifolia*), next to 1236 Commons Dr. Tree has need of pruning to thin out canopy of overgrowth weight reduction and to establish healthy branching (Figure 15).
- (Zone 2) Trees #657,658,659 Chinese Hackberry (*Celtis sinensis*) next to 1026 Vanderbilt Way (Figure 16). Trees have large inclusions in main branching attachments. In 2017 one of the trees was in process of failure (Figure 17). We pruned the trees for weight reduction to prevent the full removal and we monitor these trees each year. The old wound has healed over as a result of the pruning and monitoring (Figure 18) I recommend further branch end reduction pruning on these trees to alleviate pressure on the inclusions and to continue to monitor these trees.
- (Zone 2) Tree #No Tag Camphor (*Cinnamomum camphora*) next to 1066 Vanderbilt Way. (Figure 19) New planting. Young tree need structural pruning to encourage proper development
- (Zone 2) Tree #No Tag Maple (*Acer rubrum*) next to 1118 Commons Dr. (Figure 20) Young tree has need of structural pruning to thin out canopy of overgrowth and to establish healthy branching.
- (Zone 2) Trees #300 Elm (*Ulmus parvifolia*), next to 1192 Commons Dr. Tree has a full and over weighted canopy (Figure 21). I recommend full prune of trees canopy.
- (Zone 2) Trees #496, #495, #494 Sweetgum (*Liquidambar styraciflua*), 2266 Swarthmore Dr. (Figures 22-24). Tree #496 has full and over weighted canopy as well as some dead wood ,I recommend full prune of tree Canopy.
Trees #495 and #494 have both had sever major limb failures in the past few years resulting in major damage. Both trees had structural defects that cannot be mitigated through pruning therefor I recommend the full removal of these two trees.

The following were a list of locations provided by Management that I addressed while I was on site in addition to the Zone 2 Tree Walk

- 2275 Swarthmore replacement tree in front of unit- what species do you recommend? **Any Medium canopy tree would be a good fit here. Red Maple, Trident Maple, Blood Good Maple, European hornbeam, Tupelo, Goldenrain tree**
- 200 Dunbarton- check tree in alley and provide report on health of tree- **The Ash tree at this location we monitor each year during Zone 4 tree walk and it appears healthy. The tree has a later bud break than other Ash variety. (Figure 25-26)**
- 1207 Vanderbilt- tree next to driveway has lean- provide recommendations- **This tree (Figure 27 Japanese Maple) has been pruned in 2019 to address growth. The tree has developed in this way likely a response to light competition. I have no recommendations for work at this time, we can revisit this tree during the Zone 5 Tree walk**
- 1355 Commons- water meter installed in root zone of mature redwood. Question: does City arborist sign off on these installations beforehand? **The City Arborists are not involved in this project. The contractor installing the meters is responsible to have their own consulting Arborist for this project and provide recommendations and procedures for the installation work around the trees.**
- 1242 Vanderbilt making the following request: “Our proposal - move the current tree in the alley behind 1206 Vanderbilt, which is about a 1 gallon dogwood tree to the front side of his house and replace it with my Japanese maple tree which is currently in a pot in my patio.” – **I would recommend a new tree from the nursery before transplanting because a nursery tree does not have the potential to be root bound from long-term life in a planter and is ready to take to a new area. Additionally transplanting trees is a sensitive prospect as enough roots need to be dug up with the tree without damage for the tree to take to the new location successfully. Planting trees even from the Nursery must be done right and the plants still experience stress. Transplanting is even more difficult as you are taking a plant that has already been established and trying to reestablish in a new location. In addition transplanting during the growing season is not recommended as it will cause additional stress.**



Figure 1

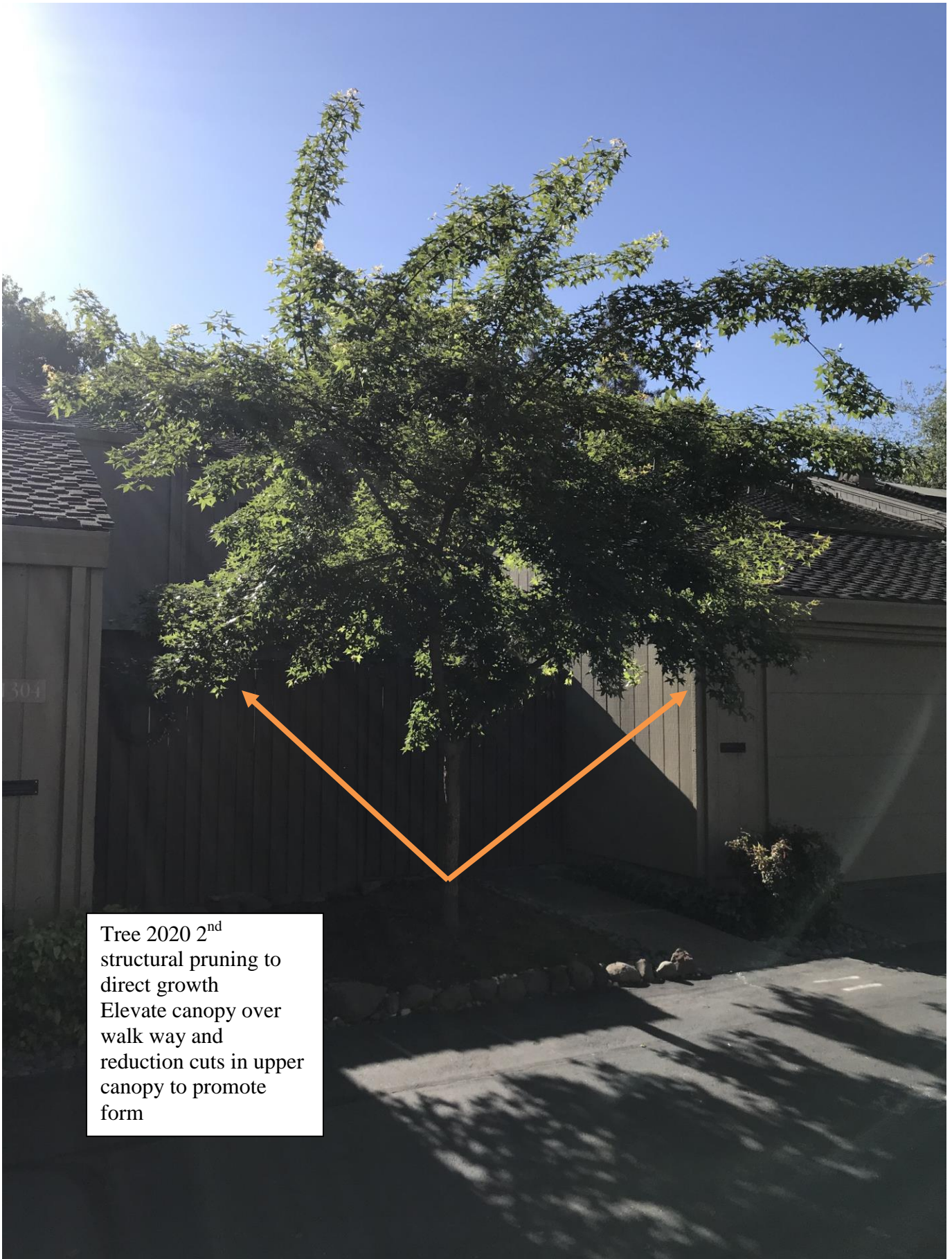


Figure 2



Canopy thinning
due to bores

Figure 3



Figure 4



Figure 5

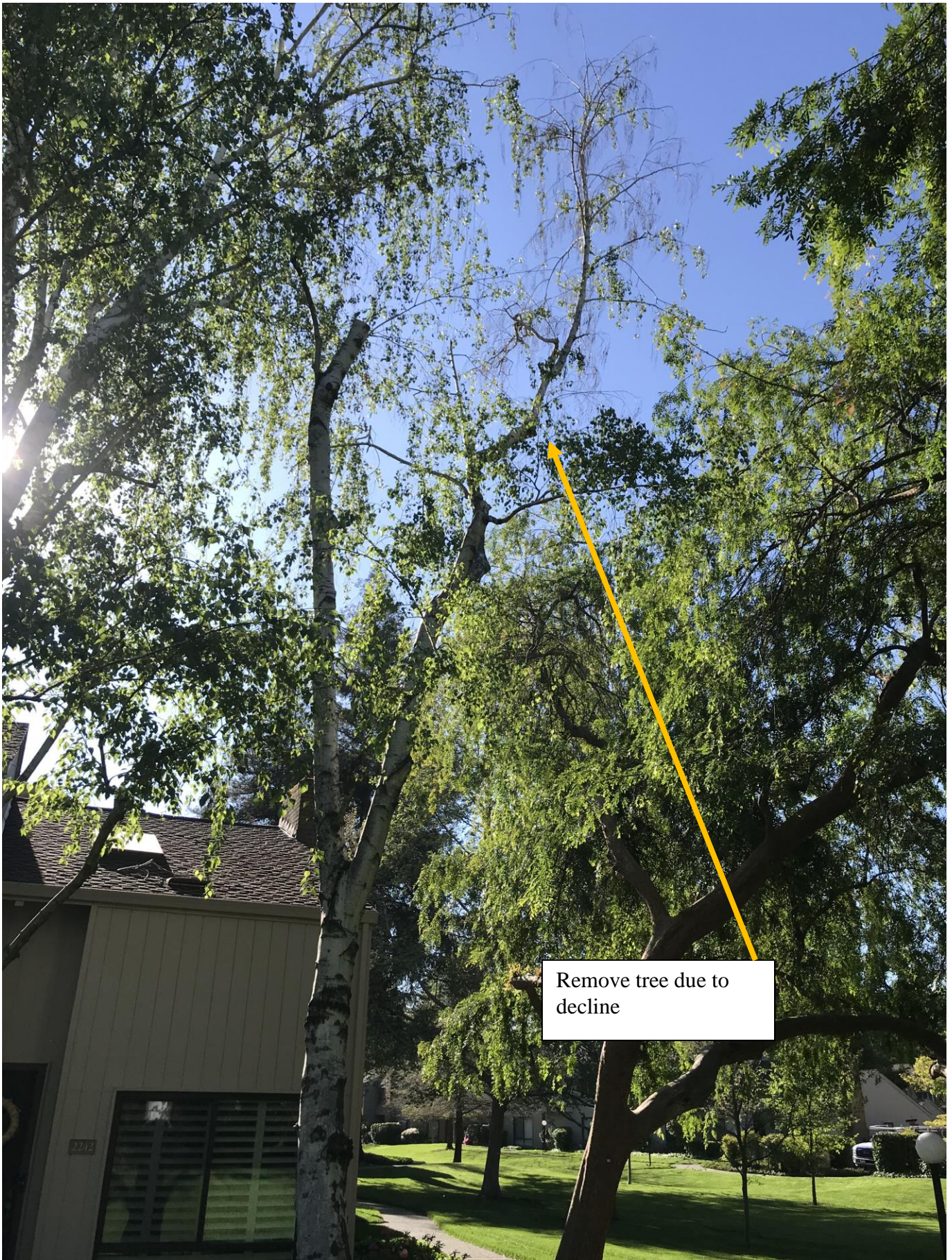


Figure 6



Remove tree
due to decline

Figure 7



Figure 8

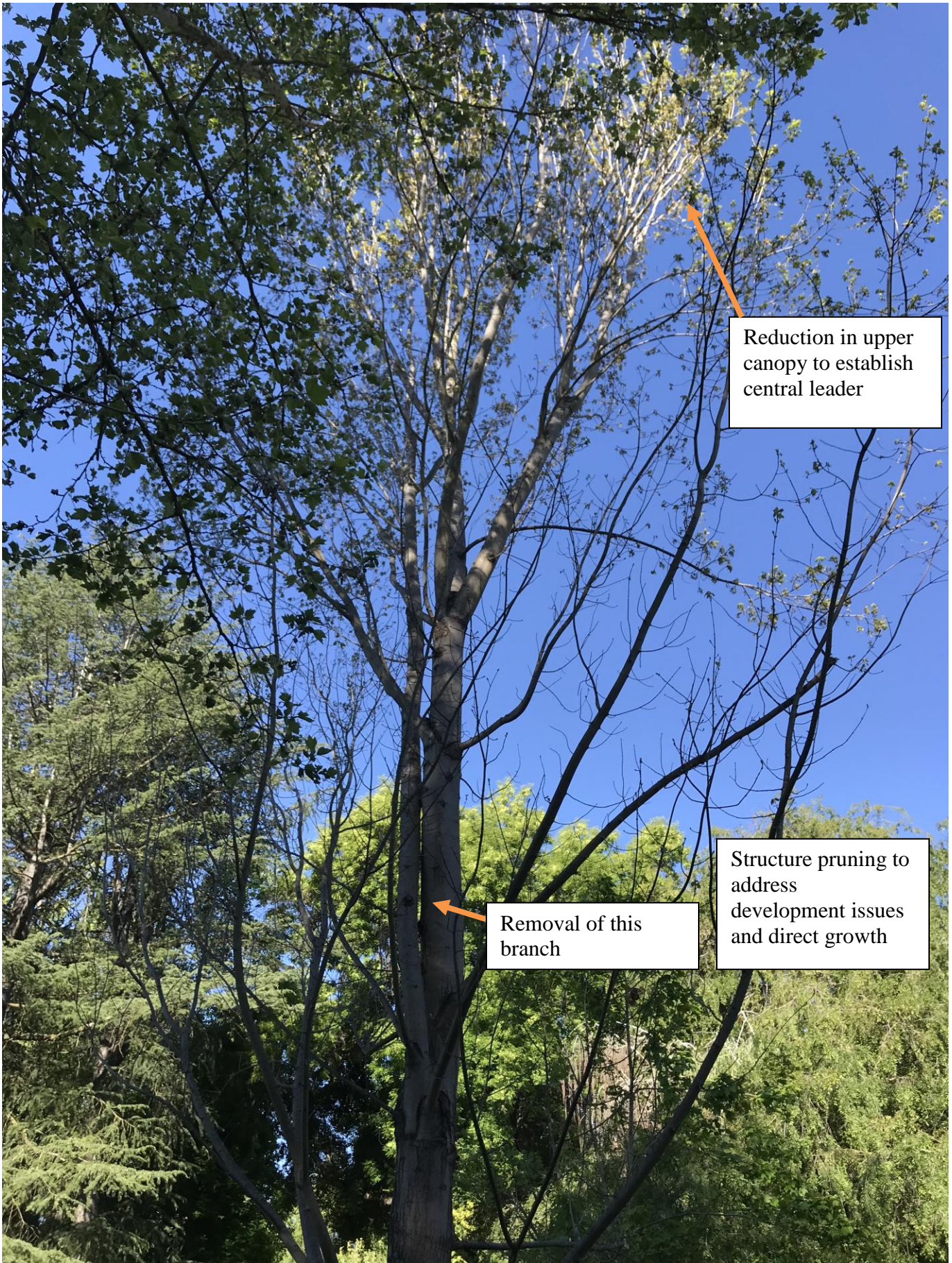


Figure 9



Tree in 2017

Figure 10



Figure 11



Tree appears
“Brown” and
stressed compared
to surrounding
trees

Figure 12



Figure 13



Figure 14



Prune for canopy
over growth and end
weight reduction

Figure 15



Figure 16



Split at
inclusion
2017,
Tree in
process of
failure

Figure 17



Inclusion 2020
Healing wood
response from
weight
reduction
pruning

Figure 18



Figure 19



Figure 20

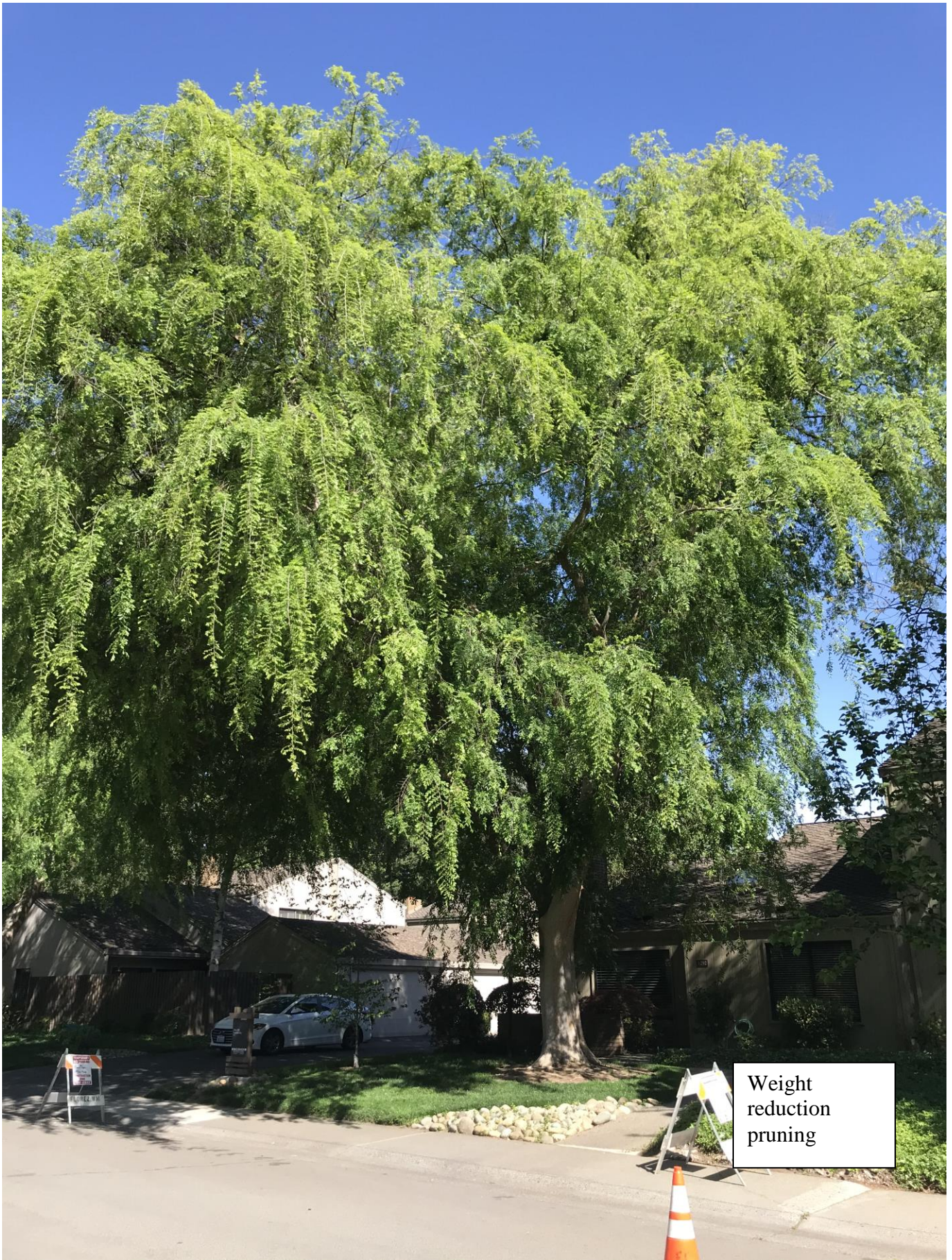
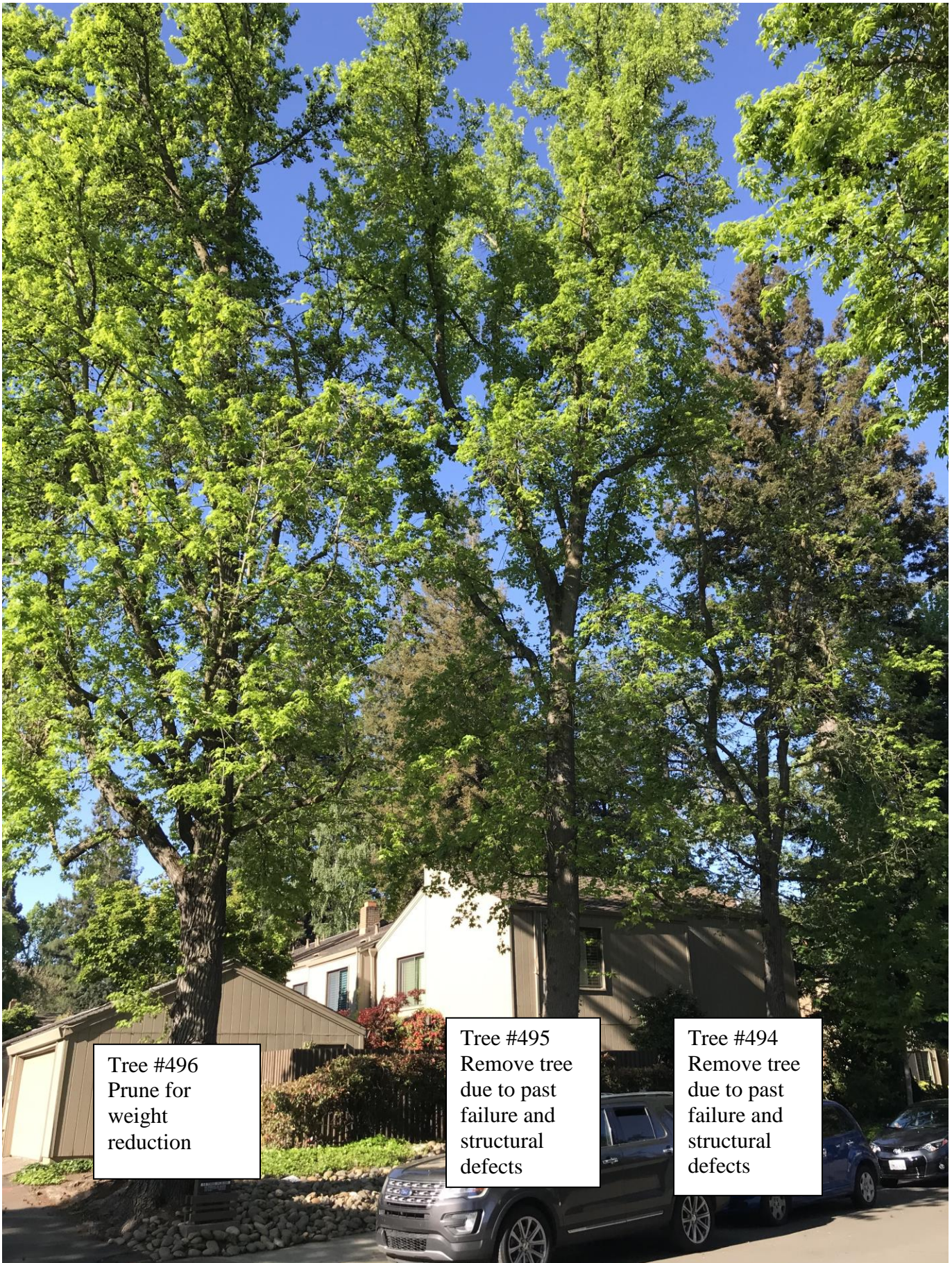


Figure 21

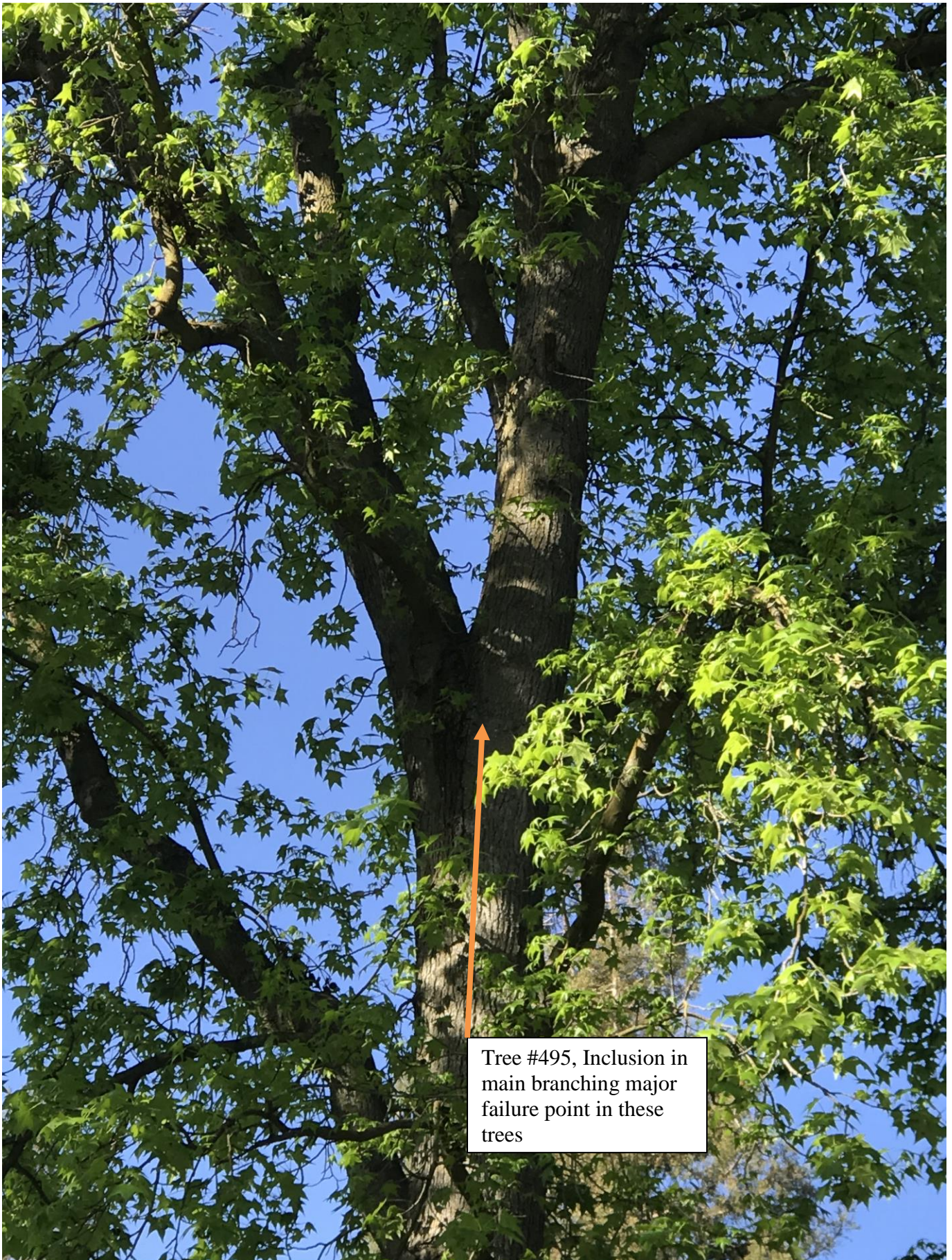


Tree #496
Prune for
weight
reduction

Tree #495
Remove tree
due to past
failure and
structural
defects

Tree #494
Remove tree
due to past
failure and
structural
defects

Figure 22



Tree #495, Inclusion in main branching major failure point in these trees

Figure 23

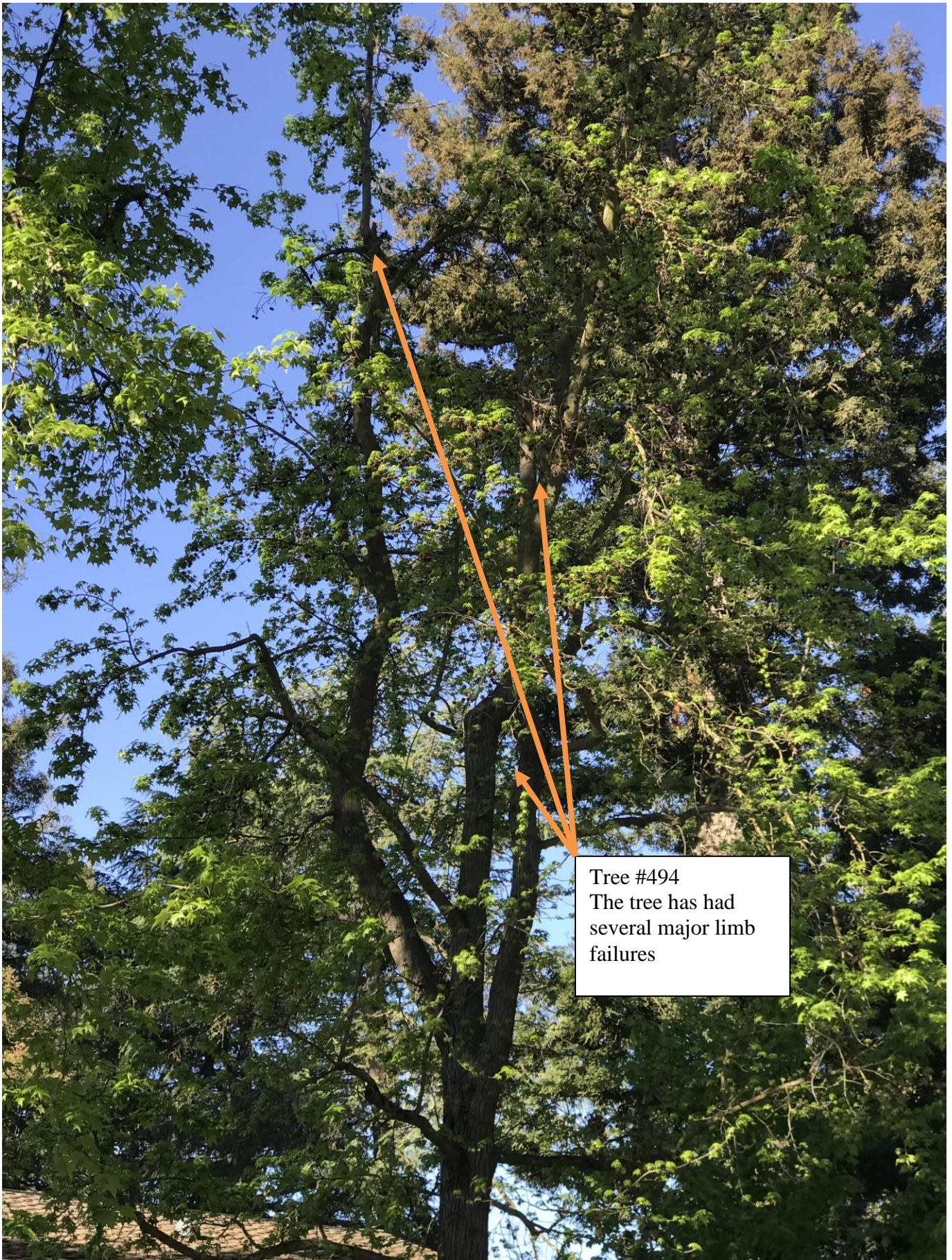


Figure 24



Figure 25



Figure 26



Figure 27

*This report is based on a basic visual inspection of the trees listed above. It is recommended that a more detailed evaluation of the trees be on a case by case basis at the request of Nepenthe association.

Sincerely,

Paul Dubois
The Grove Total Tree Care
ISA Certified Arborist WE-9034AU
Qualified Tree Risk Assessor



9530 Elder Creek Road, Sacramento CA 95829
OFFICE: 916-231-8733 FAX: 916-856-5410

CONTRACTOR'S LICENSE: 1034968

A DIVISION OF CARSON LANDSCAPE INDUSTRIES