

## **Ceres Gleann HOA Landscape Committee Minutes**

(April 21, 2014; 3:00 pm at the Community Center)

Committee Members Present: Larry Samuelson, Bob Comella, Bob Thornburg, Jack Carlisle, Ruth Bluhm, Linda Holland, Ray Olmstead (TAC rep)

Committee Members Absent: Barbara Kerr

Residents Present: 12

1. Quorum is satisfied
2. Comments from HOA members:  
Ruth Bluhm was complimented for doing an outstanding job with the barkdusting, lawn renovation project as well as her follow-up on landscaping issues.
3. **Jack Carlisle moved to accept the March 17, 2014 minutes as written. Bob Comella seconded the motion. Motion passed.**
4. **Unfinished Business**
  - a. Checklist for New Construction Landscape Design: Larry Samuelson distributed a revised draft of the "construction landscape design draft" having included suggestions made earlier by Committee Members. He indicated an urgency to move this draft forward because of the pace at which new homes are currently being built in Ceres Gleann. Larry suggested that we go to the TAC and the Board for authorization to proceed before meeting with ARC.

**Linda Holland moved that we should present the final draft of this document to ARC before proceeding to TAC and the Board. Ruth Bluhm seconded the motion. Motion failed.**

It was noted by a homeowner, that meetings between committees can be scheduled earlier than regularly scheduled monthly meetings and therefore, the timeline for implementing the draft/plan could be abbreviated.

**Jack Carlisle moved that we should present the final draft to the TAC and the Board before meeting with ARC. Bob Comella seconded the motion. Motion passed.**

When and if, the time comes to share the "Construction Landscape Design Contract" with ARC, those on the Committee who would be willing to represent the Landscape Committee at the meeting, include Bob Comella, Bob Thornburg, Larry Samuelson, Jack Carlisle and Linda Holland. A quorum from the Landscape Committee needs to attend this meeting.

**Bob Comella moved that the "construction landscape design draft" be further revised to specify that larger street trees be planted at new build sites. The current size requires a tree with a trunk size of 1 3/4 inches. Bob Comella would like to change the trunk size to 2 inches. Bob Thornburg seconded. Motion passed.**

- b. Official Landscape Manual changes: Bob Thornburg indicated that all the fixes and omissions have been fixed and that the updates have been placed on the website.

Ruth Bluhm found that the Maintenance Contract in the manual was not the correct one and would send a hard copy of same to Bob Thornburg for inclusion in the Official Manual. She also will send a copy of the correct contract to all of the Committee members who do not have one.

Ruth also wondered why the Crane Fly Waiver form was in the manual if it was true that people were required to apply the treatment regardless of whether they signed the waiver or not. After some discussion, the committee agreed that homeowners should be able to decide on their own whether or not they want crane fly treatment on their lawns. It was, therefore, decided to eliminate the form. However, Linda Holland felt the form could be useful, instead of eliminated, to provide a written record of those who decided to opt out of the crane fly service, not only to track who does and who doesn't use the service for the purpose of developing future maintenance contracts, but to answer any questions that might come later about why a lawn was or wasn't treated. Linda's suggestion, therefore, was to alter the form to say that the homeowner can now determine whether or not they want crane fly treatment and that would be honored. Linda was asked to revise the form to reflect this new preference and to bring it back to the Landscape Committee meeting next month for review and more discussion.

- c. Revised Landscape Manual: Larry Samuelson handed out drafts of the landscape manual revised by Linda Holland with the suggestion for all Committee members to read it, make suggestions, make corrections and in the end evaluate its usefulness. If the Committee finds the format easier to understand and to manipulate, it may be considered as an alternative to be used instead of the Official Landscape Manual that is currently in use. Further discussion will be scheduled for the May Landscape Committee Meeting.
- d. Replacement of Photocells in Lighting System: At issue is that the photocells that serve the lights in the common areas are not working efficiently. In order to ascertain how to fix the problem, Larry Samuelson has been studying how the lighting system works but does not have enough information at this time to share with the Committee. This item will be placed on May's Agenda.
- e. Budget: Larry Samuelson reported that the Garden Committee's budget is on the Landscaping Committee's budget sheet and as long as we recognize that it is not the Landscape Committee's money to spend, now and in the future, it will remain there.
- f. Trees in Backyard of New-Build House on Lynchet Lane: Larry Samuelson will attend to this as soon as possible because new owners have purchased the home. After some discussion with either the new owners, or Adam, the landscape designer, hopefully the tree count will be reduced to two.

## 5. New Business

- a. Information Letter to Residents: Ruth Bluhm indicated an interest in clarifying some practices developed by Landscaping Committee that some of the residents may not know, remember or understand.

The Committee discussed the following items submitted for clarification with the following results:

**Flags** - It was uncertain whether flags would help communications with Russells but it was **moved by Jack Carlisle and seconded by Ruth Bluhm that we try the flags as a back-up for those who have been having communication issues with the maintenance contractors and for others who believe it might help them convey specific instructions on specific workdays.**

The letter would include how, when, where, what and why the flags should be used. Linda Holland agreed to pass out the flags to those homeowners who wanted one.

**Drop Box** - Another current practice that needs clarification is the drop box at Larry Samuelson's house. Larry suggested that those who use the drop box should use the form titled Ceres Gleann Landscape Maintenance Resident's Comment Form and if that form is used, the homeowner will get a follow-up reply from the Landscape Committee. Homeowners who do not use this form will not receive a follow up.

### **Month-to-Month Memory for Russells -**

One big issue is how to help Russell's remember information they have been told from one month to another. A notebook of some sort detailing homeowner requests might be a suggestion. This notebook idea may be included in the letter in one aspect or another.

**Special Needs** - It was suggested that those homeowners with special or unique needs let us know who they are so that we can help Russell's provide services that is both welcomed and appreciated.

**Roadblocks to Maintenance in Back Yards** - Ruth Bluhm informed the Committee that because of tree and shrub growth between houses, it was very difficult for the maintenance crew to get into backyards with their equipment in tow. Another concern raised was that vegetation in these narrow spaces becomes a fire hazard. It was thought that making homeowners aware of this issue through the letter might be a good way to begin to address this concern at this time.

Larry Samuelson shared that if the lawnmowers cannot get into the back yards, they would not be able to perform their service. This item will require more discussion at the meeting in May.

- b. Russell's Extra Services - Ruth Bluhm reported on the number of homeowners who were having their lawns renovated, thatched and bark dusted. The numbers are quite large but because Russell's has the staff and the equipment, all homeowners are getting the services they are requesting and no one is being turned down because of lack of time or personnel.

- c. Common Areas - Ruth Bluhm identified a small strip of land (about 3 1/2' wide) that extends from the furthest backyard boundary of the Wilson's home and continues to its end behind Marv Flatau's home. The question is, does that strip belong to the Ceres Gleann development? If it does, we need to include it in an addendum to the current Maintenance Contract.

There was some discussion about this issue with Ray Olmstead providing the results of his own previous research. He indicated that that piece of land is not on any plat map of the Ceres Gleann development and that, to the best of his knowledge, it is an issue that needs to be clarified and verified by the Developers/Declarants.

It was decided that until we know the status of that strip, the homeowners whose back yards border that strip, should continue to pay for whatever bark dusting and spraying is desired.

- d. Prior Month's Expenses - Larry Samuelson shared that there were no expenses for the month of March 17 to April 20.

**Bob Comella moved to adjourn the meeting. Motion was seconded by Linda Holland. Motion passed.**