

# Ceres Gleann HOA Landscape Committee Minutes

(January 20, 2014; 3:00 pm at the Community Center)

Attendees: Larry Samuelson, Bob Comella, Bob Thornburg, Jack Carlisle, Barbara Kerr, Ruth Bluhm, Linda Holland, Ray Olmstead (TAC)

Absent: None

Attendance: 3 homeowners

1. Quorum is satisfied.

2. Questions and concerns from HOA members:

Several concerns were voiced regarding Russells' Landscaping services last Wednesday. Issues ranged from trimming rose bushes, cutting miniature plants, leaving debris on the ground and not raking up the fallen leaves quickly enough.

Specific requests came from the following members: Gaye Stewart wants their garden and the gazebo serviced; Corsi's would like to talk with Carmen regarding shrub pruning; and Bob Thornburg also had some concerns that he would address later.

Bob Comella indicated he encouraged Russells to knock on every door before doing any trimming. Larry Samuelson emphasized that if no one was home, they were to proceed as usual.

Jack Carlisle asked whose responsibility it was to remove the fallen tree from the vacant lot on the corner of Rhododendron and Fir Villa. Larry Samuelson indicated it was the declarant's responsibility and that they have already been notified.

3. Minutes from the December meeting were approved. Barbara Kerr will see that the Seith's receive a copy for the website.

4. Unfinished business:

a. Ruth Bluhm was welcomed warmly. Larry Samuelson indicated that a full complement of Landscaping committee members have now been achieved with her membership to the committee.

b. Last week, Larry Samuelson walked with Carmen from Russells around the community since this was her first time visiting the property. Carmen was especially interested in the common areas. She expressed concern about taking care of the gazebo area.

c. Larry Samuelson has received no questions or concerns from the residents regarding Russells yet so the question-and-answer session discussed earlier will be tabled until there appears to be issues from the community.

- d. Larry Samuelson passed out updates to the Landscape Manual.
- e. Ray Olmstead indicated that the Landscape Manual needs to be accepted as an official document by TAC, which requires submitting a resolution to TAC to that effect.
- f. Bob Thornburg is going to try to get Russells to send their monthly newsletter in time to include it in the CG monthly newsletter.
- g. Ray Olmstead checked the location of the privacy wall on the new home being built on Lynchet Ln. and said it looked okay to him. Ray Olmstead said that Ron Hannegan was to call Ruth Corsi, who brought up the concern in the first place.
- h. According to Bob Comella, Sharon Johnson's birch tree has been removed.
  - (i) Larry Samuelson reported the process used to communicate with the Landscape architect regarding Lynchet Lane landscaping. It was suggested by Linda Holland and Gaye Stewart that communicating with builders/owners before any construction were to occur might be a better idea, rather than trying to fix things after the fact. Gaye Stewart suggested that a one page descriptor of CG landscape requirements and suggestions be provided to the builder and/or general contractor at the beginning of any build project and that it should be agreed to and signed by both parties as evidence they read, understood and agreed to the document's requirements.

**Barbara Kerr moved that a one page descriptor of landscape requirements be provided to the building or general contractor PRIOR to any work occurring on any property and that it be agreed upon and signed by both parties for proof of conversation and agreement. Bob Comella seconded. Motion was approved.**

It was also agreed that all committee members would have some input in this one page document and while Larry Samuelson would initially develop the instrument, it would be reviewed by each committee member for additions or alterations.

Bob Comella agreed to call the Landscape Architect to find out what kind of trees were actually planted at the Lynchet Lane home.

## 5. New Business

- a. Larry Samuelson will talk with Carmen this coming week to address issues raised at today's meeting AND to see how she felt the last two weeks went. It was also suggested that she carry a book of homeowner's names and specific landscaping issues each homeowner wants. Larry Samuelson would like to have those homeowner's who have specific landscaping issues, write them down and place them in the box on Larry's porch.

- b. Ray Olmstead discussed the need to have standing Committees chartered for insurance purposes and noted that this issue would be on the February 4th TAC/Board agenda. The committee members seemed to think this would be a good thing. He emphasized that this charter would require our committee to make decisions as a committee and that we would need to refer to the CG Bylaws for the proper order of meetings suggested therein.

#### 6. Other

Barbara Kerr announced she will be absent from all Landscaping Committee meetings until June. Linda Holland agreed to take over the secretarial responsibilities.

Larry Samuelson indicated that the Bylaws required a Vice Chair for this committee. He asked Jack Carlisle if he would be willing to serve in that capacity. Jack replied he would like to think about it.

#### 7. Motion to Adjourn

**Jack Carlisle moved that we adjourn; Bob Thornburg seconded the motion. Meeting adjourned.**

**Submitted by: Linda Holland, Acting Secretary**

**Approved: February 17, 2014**