

Ceres Gleann HOA Landscape Committee Minutes

December 16, 2013; 3:00 pm at the Community Center

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

Absent: none

Attendance: 1 homeowner

1. Meeting opened with a quorum present at 3 pm.
2. Homeowner has a concern regarding how the landscaping committee spends their monies and accounts for expenses. The landscaping chair creates a yearly budget, presents expenses at meetings and appropriates monies when necessary. Reserve funds are spent when necessary according to the timeline. All monies and receipts are accounted for through the finance committee.

A new procedure for all standing committees initiated by the finance committee at the December TAC meeting was discussed whereby when a committee wanted to spend some money not budgeted, they would first notify the finance committee, who would then make a recommendation to the Board regarding payment.

3. Minutes were approved for the October (with minor corrections) and November meetings. Both minutes will be uploaded to the website by Barbara Kerr. **A motion for approval of the minutes was made by Barbara Kerr and seconded by Bob Comella.**
4. Unfinished Business
 - a. After the final review by Bob Thornburg and Larry Samuelson, the Statement of Purpose for Landscape Committee was approved. **A motion to accept the Statement was made by Linda Holland and seconded by Bob Comella.**
 - b. Donna Dalton's hedge issue has been resolved by Donna who hired Darrell's Nursery to trim the hedge to the appropriate height of 6'. The job was done well.
 - c. The landscape and irrigation for the new house at 726 SE Lynchet Lane was reviewed at a meeting with the Landscape Architect, David Sedlacek, Bob Comella and Larry Samuelson. In the landscaping plan, the trees had to be reduced to 2 appropriate trees and the irrigation control with 3 zones was recommended to be placed on the outside of the building. Ray Olmstead suggested checking for a drain valve and a back flow device (according to code). A comment was made that the back privacy wall may be misplaced. ARC will be contacted about the issue after Ray Olmstead checks it.
 - d. The handout describing the new services from Russell Landscaping Service and the 2014 Scope of Services was handed out by Larry Samuelson, Bob Comella, Linda Holland and Barbara Kerr on December 16th to HOA members. The homeowners not home will receive an email of the packet by Barbara Kerr.

Larry Samuelson will submit the packet to Dwight Dean for the January newsletter.

5. TAC approved monies to pay TLC's late bills at the December 5th TAC meeting.
6. New Business
 - a. Larry Samuelson and Bob Comella will do the January walk-through with Carmen (Russell's Landscape Service). They will discuss individual yards and confirm what will be done from January through March.
 - b. Larry Samuelson would like to schedule a question and answer session if needed (depends upon amount of residents' concerns) for the homeowners to ask any questions about Russell's Landscape Service or the new Scope of Services. If there is enough interest, there may be an additional meeting in the spring when the snowbirds return.
 - c. Ruth Bluhm will be the new member of the Landscape Committee starting in January.
 - d. Bob Thornburg has republished the Landscape Manual into 10 sections and the new manual is already in the clubhouse. CDs of the manual were given out to the committee members and 8 hardcopies will be printed for those same members as well as Ruth Bluhm by Larry Samuelson. Ray Olmstead advised that the Landscaping Manual be adopted by TAC by a resolution.
 - e. Bob Thornburg has taken down the Schedule of Services calendar off the website and will replace it with the Russell Landscaping Newsletter. Bob will ask Greg (Russell Landscape Service) if he can send the newsletter directly to Dwight Dean by the 25th of the month with a cc to Bob Thornburg. Linda Holland suggested that the newsletter come with a letterhead which would help identify who the newsletter is coming from.
7. Comment - Sharon Johnson is having her birch tree removed because it is encroaching on the Gamble property.
8. **Adjourn the Meeting: Linda Holland moved to adjourn the meeting. Jack Carlisle seconded the motion.**

Submitted by Barbara Kerr