The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, February 13, 2017. The meeting was called to order at 7:02 PM by Robert Burns, CAC Chairman, in the Henderson Room of the Cameron Club, Cameron Station.

Members Present: Robert Burns, CAC Chairman  
Jeanne Brasseur, CAC Secretary  
Linda Greenberg, CAC Member  
Allen Brooks, CAC Member  
Kathy McCollom, CAC Vice Chairman  
Susan Willis, CAC Member  
Mindy Lyle, CAC Member

Others in Attendance: Bette Sanft, Community Manager (CMC)  
Joel Owen, Lancaster Landscapes  
Carlos Rios, Lancaster Landscapes  
Shelby Stratton, Resident, 330 Helmuth Lane  
Sige Chenziski, Resident, 4925 Waple Lane

OLD BUSINESS:

**Move to: Approve Meeting Minutes – January 2017**

Moved by: Willis  
Seconded By: McColom  
For: All  
Against: None  
**Motion Passed**

**Updates:**

**Mulch/Turf Care/Turf Enhancements:** The CAC noted that there are significant areas where turf needs to be repaired/seeded. The overseeding doesn’t appear to have taken hold. Unfortunately, this winter has been significantly dry, exacerbating existing turf issues. Additionally, many of the brown areas, both in the community and along the Linear Park, are due to the variety of grass used, many of which go brown/dormant during the winter months. Lancaster Landscapes has done soil testing with no significant discrepancies noted. Lancaster Landscapes will fertilize and reseed in March/April and provide additional watering where required to address the turf areas, particularly those noted near Waple Lane, CS Blvd, and Brennman Park Drive.

**Spring Flower Installation:** Planting will begin late April/Early May, dependent on weather.

NEW BUSINESS:

**Resident Open Forum:** Mr. Shelby Stratton attended the CAC meeting to determine if there were any available avenues of recourse regarding the revised pet policy the CS Board recently approved. He provided anecdotal evidence of pet owners not picking up after their pets near the Helmuth Lane pocket park. The CAC explained to Mr. Stratton that the revised pet policy was approved by the CS Board and would be under review for the initial 6-months of implementation. The CS Board would welcome any input/suggestions during this time. Additionally, he was provided with information on how to submit a complaint if he observed any infractions of the pet policy.
Mr. Sige Chenziski attended the CAC meeting to inquire on the status of two projects/initiatives. First, Mr. Chenziski wanted an update on a potential second phase of the Waple/Gardner drainage issue. A drain was placed in that area last fall and has done a very good job at remediating the water issue. The CAC continues to monitor these types of issues throughout the community and will weigh the need for an additional drain versus available funding to determine when/if a second drain will be placed in the area.

In the past, Mr. Chenziski voiced support for the community taking over all tree trimming responsibilities throughout CS to include both common area and private property trees. He wanted to know if the CAC along with the CS Board was pursuing this as a possible course of action. While there are aesthetic and possible budgetary gains by pursuing this route, a proposal of this type would require CS Board approval and approval of the majority of CS residents. Mr. Chenziski was asked to think of potential ways to sell this proposal to the condominium owners given this would likely increase HOA fees. Also, Mr. Chenziski was informed of the eBlast that occurs on a quarterly basis to encourage homeowners to trim their trees with information to contact Lancaster Landscapes for a free estimate.

**Board Update:** None

**Common Area Application:** None

**Proposal Considerations:**

**John Ticer Gazebo Rebuild**

Three estimates for the rebuild were submitted:

- AssociaOnCall - $52,777.00
- Reston Painting & Contracting - $67,750.00
- USA Contractors - $121,680.00

**Move to: Approve Contract for John Ticer Gazebo Rebuild to AssociaOnCall**

  Moved by: Lyle
  Seconded By: Greenberg
  For: All
  Against: None
  *Motion Passed

* Approval contingent on receiving the following information from AssociaOnCall: reference checks; include the specifics of soil compaction requirements in contract; note in contract that AssociaOnCall is responsible for any damage to sprinkler system or surrounding brick pathways; fully break out labor and material costs; and permits (submission/cost) must be the responsibility of the contractor.

**Minda Court Project**

Lancaster Landscapes submitted proposal to create a seating area in the Minda Court Pocket Park (27070) with a choice of two seating options:

- Option A – benches facing each other
- Option B – benches staggered

Both options cost: $6915.00

**Move to: Approve Option A for the Minda Court Pocket Park Seating Area**

  Moved by: Greenberg
  Seconded By: Lyle
  For: All
  Against: None
  **Motion Passed**
Discussion:

**Lighting Proposal for Livermore path lights** – The CAC reviewed proposals submitted by both R.E. Lee and Kolb Electric for the project. Rather than vote on a proposal this month, the CAC would like to get more information. The CAC would like the following information added to the proposals: cost of solar fixtures; up lighting option; where up lighting or traditional fixtures would be placed (pictorial representation). Once this information is available, the CAC will vote on a proposal.

**5251 Brawner Place** – Lancaster Landscapes was asked to look at the area in front of this home due to significant turf erosion/tree roots and provide any possible solutions such as mulch or ground cover. Lancaster will submit recommendations at next month’s CAC meeting.

**Tree Canopy Meeting** – Mindy will attend this meeting on Wednesday, February 15th at 7 PM.

**Revised Pet Policy** – With the revised Pet Policy approved by the CS Board last month, a number of items remain before it can be implemented:

- Release of a letter to the community explaining the changes
  - The CAC reviewed a draft and recommended the following changes:
    - Reinforce the time/care in coming to this decision, i.e., # of public meeting, board discussions, community comments received, etc.
    - Highlight the 6-month trial period for the revised policy and encourage community feedback
    - Remind the community of private property versus common areas and how the revised policy continues to address that pet owners must respect other homeowners’ private property
- Provide a final revised Pet Policy to the community (lawyer working on draft)
  - Based on the current draft, ensure the lawyer deletes old language and shortens the policy to make it more concise
- Additional Pet Stations will be required throughout the neighborhood
  - CAC members must submit their top five locations for new pet stations to Bette by Friday, February 17th at 5 PM
- The CAC asked that Lancaster Landscapes identify any pet waste issues in previously “No Pet Areas” once mowing and spring planting begins
- A subcommittee of the CAC (Robert, Mindy, Linda and Bette) will meet on Tuesday, February 21st to revise the letter to residents and review the pet station recommendations of the CAC to determine the first phase of pet station placement

**Linear Park Update** – Community walk-thrus will begin on Thursday, March 16th at 8 AM. Bette will open the invitation to both CS Board of Directors members as well as key City of Alexandria officials. Community walk-thrus will continue through September at 8 AM on the third Thursday of each month.

**428 Ferdinand Day Drive** – A breakdown of labor and material costs was provided by CCi which will allow the proposal to fix the drainage issue at this residence to move forward to the CS Board for approval.

**2017 Budget Items** – The current budget was quickly reviewed that identified areas where significant overages occurred. While these may seem significant looking at a snapshot each month, the overall execution of the budget each year with the finalized execution report will likely show that overall the CAC maintained its budget and overages were made up for by savings in other areas.

The next meeting will be on March 13, 2017 in the Cameron Club.

The meeting adjourned at 8:42 PM.