The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, July 10, 2017. The meeting was called to order at 7:07 PM by Robert Burns, CAC Chairman, in the Henderson Room of the Cameron Club, Cameron Station.

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

Members Absent:  
Jeanne Brasseur, CAC Secretary

Others in Attendance:  
Rodney Gray, Board Liaison  
Joel Owen, Lancaster Landscapes  
Peter Miller, Lancaster Landscapes

OLD BUSINESS:

Move to: Approve Meeting Minutes – June 2017
Moved by: Greenberg  
Seconded By: Lyle  
For: All  
Against: None  
Motion Passed

Updates:
From items in the June minutes:
- The auto dealership did trim fence trees on their side.
- General committee feedback on the test gazebo lighting was that it looks attractive and we should move forward on it. Lancaster will prepare a proposal for the committee and management.
- Allen still has a copy of the Livermore path lighting proposal and will send it out

NEW BUSINESS:

Resident Open Forum: No residents present.
Common Area Applications: None

Johnny Bernuy of the painting company has offered to powerwash the brick wall along CSB, free of charge. CMC Management needs to contact him to verify his offer and define the scope for doing this.

Proposal 28520, Improvements of the common area adjacent to 101 Martin Lane (Total Cost: $1451.00)  
Disapproved as a separate project. The intent is for this work to be in conjunction with improvements undertaken by the resident in immediately adjacent areas. CMC should advise the resident to submit their plans for the entire area similar to the 5060 Minda Court residents with detailed design and costs. The CAC will then decide on funding for the common area portion.
Proposal Considerations: The CAC reviewed CS budget documents (provided by CMC) for each proposal to ensure adequate funding was in place and available to cover the costs before a final vote was taken or a determination to hold the proposal was made.

Proposal 28498, Removal of plants in 3 areas (per observations in the June walk-through), $1575.00:
- In common area at fence between CSB and Barbour; poorly performing builder-planted inkberry bushes that are now crowded out by trees
- In John Ticer pocket park, dead and declining roses from original planting that are now crowded out by adjacent bushes
- Along Duke Street, remove volunteer trees, weeds, and prune shrubs
This would be charged to account 6160, maintenance of trees and shrubs
Move to: Approve proposal 28498
   Moved by: Lyle
   Seconded By: Willis
   For: All
   Against: None
   Motion Passed

Proposal 28499, Installation of multiple plants along Duke Street (per June walk-through observations)
- These fill gaps in existing plantings and replace damaged plants
Deferred, pending a modification with more details and a split of materials and labor costs.

Proposal 28500, Removal of common area stump behind 375 CSB and replace with a crape myrtle
Deferred, pending modification to show detailed costs for materials and labor.

Proposal 28501 and 28502, Wisteria pruning in both Donovan and Bessley pocket parks, $1450 each.
The committee discussed adding this task to the main landscaping contract. The wisteria require regular pruning and costs have a known history. That would be better than requiring it to be done through separate proposals. Lancaster will submit this contract addendum, to begin with next year’s work.
Move to: Approve proposals 28501 and 28502
   Moved by: Greenberg
   Seconded By: Lyle
   For: All
   Against: None
   Motion Passed

Discussion:

Allen is preparing the budget for this year and presented a version for several years with reduction targets of 10, 5, and 2.5 percent. Mindy noted that with more pet stations, the maintenance cost should increase. It also appeared that the purchase of the new pet stations was made from the maintenance account rather than capital improvements. The general sense is that the CAC budget needs both an operating expenses line and capital expenses line and a clearer sense of what work should come from the replacement reserve funds. There are also some lines now attributed to common area expenses (such as maintenance uniforms) that belong to overhead expenses. Robert noted that if there did need to be cuts, it would be better to eliminate a category altogether than whittle down several. Allen will send a revised version in a few days for comments.

The committee would like to hear from CMC management on the status of the community tree-trimming estimate.

The next walk-through will be the School End East quadrant minus the Linear Park that was done in May. It will be July 20 at 8am beginning at the Cameron Club.
The next meeting will be on August 14, 2017 in the Cameron Club.

The meeting adjourned at 8:15 PM.