MEETING MINUTES
CAMERON STATION COMMUNITY ASSOCIATION, INC.
COMMON AREA COMMITTEE

Monday, November 13, 2017

The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, November 13, 2017. The meeting was called to order at 7:03 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
                Jeanne Brasseur, CAC Secretary  Mindy Lyle, CAC Member
                Susan Willis, CAC Member  Allen Brooks, CAC Member

Members Absent: Linda Greenberg, CAC Member

Others in Attendance: Meghan Marville, CMC
                      Joel Owen, Lancaster Landscapes
                      Carlos Rios, Lancaster Landscapes
                      Peter Miller, Lancaster Landscapes
                      Tim McClimon, 218 Medlock
                      Megan Brock, CS Board Treasurer
                      Jon Dellaria, CS Board President

OLD BUSINESS:

Move to: Approve Meeting Minutes – October 2017
Moved by: Brasseur
Seconded By: McCollom
For: All
Against: None
Motion Passed

Updates:

Gazebo Lighting: Lighting will be installed the week on November 27th.

NEW BUSINESS:

Resident Open Forum: Tim McClimon, 218 Medlock, was in attendance to identify a tree in the common area behind 216 & 218 Medlock that requires trimming. The oak tree is encroaching on the residents’ property (e.g. branches scrapping the fence/roof). Additionally, the tree is now at a height that the canopy is above the roof. Leaves in the gutters are beginning to be an issue. Tree limbs overhanging the roof need to be trimmed back.

Board Update: Mindy Lyle was elected to the CS Board. She will become the Board Liaison to the CAC. This move will require finding a new member for the CAC. A call for applications should be added to the community eBlast.

Common Area Applications: None
Proposal Considerations: Please note that the CAC reviewed CS budget lines 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.

2018 Tree Trimming (Proposal 28804):
The total cost is: $26,100.00 (Budget Line: 6160)

- Annual cost that is not included in current contract with Lancaster Landscapes. The CAC recommends that this cost be negotiated into the next contract with Lancaster Landscapes.

Move to: Approve 2018 Tree Trimming
Moved by: McCollum
Seconded By: Willis
For: All
Against: None
Motion Passed

Drainage Work 148-150 Martin Lane (Proposal 28891):
The total cost is: $1,107.50 (Budget Line: 3280)

- Swale needs to be installed to remediate drainage issue. This will allow water to drain away from walkway and plant beds.

Move to: Approve Drainage Work
Moved by: McCollum
Seconded By: Brooks
For: All
Against: None
Motion Passed

Tree Trimming between Martin Lane and Barrett Place (Proposal 28892):
The total cost is: $1,400.00 (Budget Line: 6160) *Note that this appears to be an overage for this line item. However, while this budget line appears to be over, the cost will likely be covered in budget lines not fully used.

- Necessary trimming to remove deadwood and shape the trees.

Move to: Approve Tree Trimming
Moved by: Brasseur
Seconded By: Willis
For: All
Against: None
Motion Passed

Tree Removal 260 Medlock Lane (Proposal 28753 - Revised):
The total cost is: $225.00 (Budget Line: 3280)

- Removes a tree in the common area that is encroaching on residents’ property. The CAC determined that a replacement was not necessary at this time and approve only the removal.

Move to: Approve Tree Removal
Moved by: McCollum
Irrigation Timer Replacement (Proposal 28815):
The total cost is: $2,200.00 (Budget Line: 3280)

- Replaces a faulty irrigation timer.

Move to: Approve Irrigation Timer Replacement
Moved by: Brooks
Seconded By: McCollom
For: All
Against: None
Motion Passed

2018 Linear Park Maintenance (Proposal 28801 and 28802):
The total cost is: $20,677.50 (Budget Line: 6685)

- Annual cost that is not included in current contract with Lancaster Landscapes. The CAC recommends that this cost be negotiated into the next contract with Lancaster Landscapes.

Move to: Approve 2018 Linear Park Maintenance
Moved by: Brooks
Seconded By: McCollom
For: All
Against: None
Motion Passed

Fall 2018 Linear Park Mulching (Proposal 28803):
The total cost is: $3,296.00 (Budget Line: 6685)

- This would be a second mulching of the tree rings and planting beds. The CAC determined a second mulching was not necessary. Additionally, this additional mulching would cause an overage in the budget. Therefore, the CAC decided to vote to not approve this proposal.

Move to: Disapprove Fall 2018 Linear Park Mulching
Moved by: Brasseur
Seconded By: McCollom
For: All
Against: None
Motion Passed

Donovan Park Fountain Maintenance (Proposal 28805):
The total cost is: $2,222.00 (Budget Line: 6585)

- Annual cost that is not included in current contract with Lancaster Landscapes. The CAC recommends that this cost be negotiated into the next contract with Lancaster Landscapes. Additionally, Lancaster Landscapes estimates 44 hours of maintenance over 7 months at $50.50 per hour.

Move to: Approve Donovan Park Fountain Maintenance
Moved by: Brasseur
Seconded By: McCollom
For: All
Against: None
Motion Passed

The following proposals are being held pending more information. Once the necessary information is available, the CAC can proceed with review/adjudication:

**Livermore Path Lighting:** Resident notification must be made, and their consent to mounting the lights on their fences must be obtained in writing prior to approving the proposal. Also, management needs to verify if any permits need to be pulled for this project. Need proposals for hard-wired fixtures, as solar is not feasible in this area.

Discussion:

- **Holiday Party Host** – Kathy will host the Holiday Party/December CAC Mtg, 5009 Donovan.
- **Lancaster Landscapes Appreciation Lunch** – The workers very much appreciated the lunch.

The next meeting will be on December 11, 2017 at Kathy’s home.

The meeting adjourned at 7:56 PM.