The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, December 11, 2017. The meeting was called to order at 7:45 PM by Robert Burns, CAC Chairman, at member Kathy McCollom’s residence, 5009 Donovan Drive.

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

Members Absent: Jeanne Brasseur, CAC Secretary
Allen Brooks, CAC Member

Others in Attendance: Mindy Lyle, Board Liaison
Judy Johnson and Deirdre Baldino, CMC

OLD BUSINESS:

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

Updates:
Approval of Jill’s installed small patio will be appealed at the January 30th Board meeting. The CAC had approved it (after seeing it first-hand during a walk-through); the ARC had disapproved it.
Mindy is now officially the CAC board liaison.
There was one application for the vacant committee position. Applicants will be considered at the January meeting and encouraged to attend in person.

NEW BUSINESS:

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

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 28909, Plant tree in common area behind 260 Medlock, $675.00:
This is the same location that had an awkwardly growing volunteer tree removal approved last month.
Lancaster presented three options from the list of approved trees; the committee selected the Hornbeam as it will grow narrower and is less likely to have nuisance surface roots.
Move to: Approve the above identified proposal 28909
Moved by: Greenberg
Seconded By: Burns
For: All
Against: None
Motion Passed
Proposal 28920, Prune common area trees away from roofs and walls, and trim lower branches up to 10-12 feet, $1400.
Locations are rear common area behind 5269 Pocosin Lane, 5234 Harold Secord light pole, and rear common area behind 259 Murtha. Work will be done in 2018 using the new budget for that year.

**Move to: Approve proposal 28920**
- Moved by: Greenberg
- Seconded By: Willis
- For: All
- Against: None
- **Motion Passed**

Proposal quote from R. E. Lee Company to purchase and store 6 light fixtures and poles, to replace future damaged ones in the community, as needed, $15,456.
Funds for this project will come from the community Reserve account. The supply of street light poles needs to be refreshed so damaged poles can promptly be replaced. This is an ongoing maintenance requirement.

**Move to: Approve proposal to purchase 6 light fixtures and poles**
- Moved by: Greenberg
- Seconded By: McCollom
- For: All
- Against: None
- **Motion Passed**

Proposal quote 03-41788 from Kolb Electric to install a light on the common area fence adjacent to the path to the Trade Center shopping area, $2055.
Funds for this project will come from the community Reserve account. The Kolb solution was considered more cost effective than the one from R. E. Lee Company. Work will be done in 2018.

**Move to: Approve proposal 03-41788**
- Moved by: Greenberg
- Seconded By: Willis
- For: All
- Against: None
- **Motion Passed**

**Discussion:**
Judy will be able to attend future committee meetings, very helpful to answer questions and be part of discussions. This will enable the committee to expedite proposal approvals through single meetings rather than being delayed to obtain additional information.

Members have noticed that the shuttle contractor has started parking vehicles overnight in Brenman Park and should find another location, as that isn’t a legal one. Additionally, the condition of vehicles is declining. One van has damage from a backup accident that has not been repaired. Drivers are seen speeding and ignoring stop signs with empty vehicles. Judy will discuss these issues with the shuttle contractor.

The next meeting will be on January 8, 2018, in the Cameron Club.

The meeting adjourned at 8:20 PM.