The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, August 13, 2018. 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
Wendy Ulmer, CAC Member
Kathy McCollom, CAC Vice Chairman
Linda Greenberg, CAC Member
Allen Brooks, CAC Member

Members Absent: Mindy Lyle, CS Board Liaison

Others in Attendance: Carlos Rios, Lancaster Landscapes
Peter Miller, Lancaster Landscapes
Curt Cummins, Lancaster Landscapes
Nancy Fronckewicz, 5111 Grimm Drive
Donna McDermott, 5111 O’Neill Lane
Lily Fata, 5113 O’Neill Lane
Kay Brown, 5106 Grimm Drive
Steven Hockley Walsh, 5199 Brawner Place

OLD BUSINESS:

Move to: Approve Meeting Minutes – July 2018
Moved by: McCollom
Seconded By: Greenberg
For: All
Against: None
Motion Passed

Updates: None

NEW BUSINESS:

CAC Vacancy: Hockley Walsh attended the CAC meeting as a candidate to fill the vacancy.

Resident Open Forum: Kay Brown attended the CAC meeting to identify water-flooding issues in the rear of her property in the common area. She expressed concern that during heavy rains the amount of water flow causes mud and other detritus to be washed into her backyard and patio. The CAC asked that Lancaster Landscapes inspect the area and provide a proposal at next month’s CAC meeting that will address the issue.

Nancy Fronckewicz attended the CAC meeting to highlight the issue with weeds along the sidewalks on both sides of the street near her residence. Lancaster Landscapes said they would have someone address that area the next day (14 August).

Donna McDermott attended the CAC meeting to understand how follow-up was done regarding issues identified to the CMC. Additionally, she asked about who was responsible for what issues and where certain issues should be addressed. The CAC provided her with a quick summary of what committees address which issues and who in the CMC is responsible for certain items.
Lily Fata attended the CAC meeting to identify turf issues throughout the common areas adjacent to her residence. Lancaster Landscapes reviewed those areas and proposals were approved (see Proposal Considerations) at this meeting to be forward to the CS Board for final approval.

Finally, all residents in attendance identified their area in the community (common areas surrounding Grimm/O’Neill/Voss) as not getting enough attention. They felt that upkeep had fallen off over the years, and when issues were identified, no response/action was taken. They also expressed their desire for better feedback. The CAC provided them additional avenues to address concerns as well as assuring them that their concerns would also be addressed to the CMC directly from the CAC.

**Board Update:** None

**Common Area Applications:** None

**Proposal Considerations:** The CAC reviewed CS budget for each proposal to ensure adequate funding to cover the costs prior to a final vote or determining to hold the proposal.

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**Replace 2 Electric Irrigation Timers (29380):**
The total cost is: $2,700.00 (Budget Line: 3280)

- Replace 2 faulty electric irrigation timers in the John Ticer/Cameron Station Boulevard common area.

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

**Erosion Control along Col Johnson Lane (29233 – revised):**
The total cost is: $2,553.75 (Budget Line: 6155)

- This will address erosion issues as well as improve the overall aesthetic of the area.

**Move to: Approve Erosion Control**
Moved by: Greenberg
Seconded By: Ulmer
For: All
Against: None
Motion Passed

**Tree Replacement throughout the Community (28999)**
The total cost is: $2,625.00 (Budget Line: 3280)

- Replace trees throughout the community that were lost during the spring windstorm.

**Move to: Approve Tree Replacement**
Moved by: McCollom
Seconded By: Ulmer
For: All
Against: None
Motion Passed
Tree Removal and Replacement at Gardner Drive Pocket Park (29317)
The total cost is: $2,400.00 (Budget Line: 3280)

- Remove two declining ash trees and removes stumps that will be replaced with crape myrtles.

Move to: Approve Tree Removal/Replacement
Moved by: Greenberg
Seconded By: Burns
For: All
Against: None
Motion Passed

Tree Removal at end of Cameron Station Boulevard – West Side (29299)
The total cost is: $450.00 (Budget Line: 6160)

- Remove 2 declining cherry trees and stumps. No replacements needed.

Move to: Approve Tree Removal
Moved by: Ulmer
Seconded By: McCollom
For: All
Against: None
Motion Passed

Mulch and Tree Installation at 310 Lannon Court (29030)
The total cost is: $725.00 (Budget Line: 6155)

- Mulch will replace damaged turf and tree will enhance the common area.

Move to: Approve Mulch and Tree Installation
Moved by: Greenberg
Seconded By: McCollom
For: All
Against: None
Motion Passed

Mulch Installation throughout the Community (29300)
The total cost is: $1,360.00 (Budget Line: 6155) – the proposal was adjusted to remove one area on Minda Court near the pet station. Lancaster Landscapes will determine if mulch or stone is the best option for that area and provide a separate proposal.

- Mulch will replace damaged turf.

Move to: Approve Mulch Installation
Moved by: Greenberg
Seconded By: Ulmer
For: All
Against: None
Motion Passed

New Benches
The total cost is: $30,440.00 (Budget Line: 3280)
- These will be new benches for throughout the community. The cost was budgeted for $44,737.00, a savings of $14,297.00.

**Move to: Approve New Benches**
   
   **Moved by:** Brooks  
   **Seconded By:** Greenberg  
   **For:** All  
   **Against:** None  
   **Motion Passed**

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

**Tree Removal and Replacement, 383 Cameron Station Boulevard (29320):** Remove leaning Arborvitae to include the stump and replace with Emerald Green Arborvitae. The current tree has outgrown its current location and should be replaced with a smaller variety. The tree is located on private property. As such, the CAC would like to know why the community is taking on this project.

**Discussion:**

**Pet Policy** – The CAC requested that CMC have the lawyer review the legal ramifications of the proposed cameras approved by the CAC during the June 2018 CAC meeting. Additionally, the CAC discussed issues regarding identifying possible pet waste violators as well as the additional workload the review and monitoring of the footage would put on CMC. The CAC is waiting on comments from the lawyer.

**Community Walk-Thru** – The next walk-thru will be Thursday, August 16 at 8:00 AM.

**2019 Budget** – Wendy and Allen worked on the submissions for the 2019 Budget. The CAC reviewed the previous years’ budgets and identified trends. One item of note was how money was being used with regard to operations versus reserve funds. It appears that more reserve funds were used in the previous year causing a large delta in budgeted/used funds from the operations lines. Additionally, a member of the CAC will need to attend the Financial Advisory Committee meeting on August 23, 2018.

**Reserve Study** – A reserve study update is scheduled for this year. The CAC would like to know if it has been done. Does it address asphalt, curb or irrigation issues that appear to be more pressing that the timeline identified in the current reserve study?

**Community Curbs & Signage** – The CAC discussed the need for a comprehensive assessment of the curbs and signage throughout the community. There appears to be piecemeal reporting of issues throughout the community. However, the most efficient and economical approach would be to address any issues collectively.

**Irrigation System Upgrade** – The current irrigation system is a collection of smaller systems that were installed as the community was developed. It is not a comprehensive, planned system. This has led to numerous issues in the last few years with overflow and faulty timers. Lancaster Landscapes will put a proposal together to address the overall needs of the community with a system that will incorporate newer technology that is purposely planned as a community system. The CAC asked that this proposal include a phased approach to installation as the overall cost will be significant but over time will be more cost effective than the current maintenance and wasted water costs.

**Move to: Enter Executive Session at 8:48 PM**
   
   **Moved by:** Brasseur  
   **Seconded By:** McColloM
For: All  
Against: None  
Motion Passed

**Move to: Exit Executive Session at 8:49 PM**  
Moved by: McCollom  
Seconded By: Ulmer  
For: All  
Against: None  
Motion Passed

**Move to: Select Stevenson Hockley Walsh as new CAC member**  
Moved by: McCollom  
Seconded By: Greenberg  
For: All  
Against: None  
Motion Passed

The next meeting will be on September 10, 2018 in the Cameron Club.

The meeting adjourned at 8:55 PM.