The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, April 8, 2019. The meeting was called to order at 7:01 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
                S. Hockley Walsh, CAC Member
                Wendy Ulmer, CAC Member

Members Absent: Linda Greenberg, CAC Member

Others in Attendance: Karen Soles, CMC
                      Carlos Rios, Lancaster Landscapes
                      Curt Cummins, Lancaster Landscapes
                      Mark Haase, Miller and Dodson Associates
                      Mindy Lyle, 5235 Tancreti
                      Kyle Gerron, 150 Martin Lane
                      Stephanie Vogelzang, 5081 Minda Court

OLD BUSINESS:

Move to: Approve Meeting Minutes - March 2019

Moved by: McCollom
Seconded By: Walsh
For: All
Against: None
Motion Passed

Updates:

Pot Hole Repairs: CMC verified that all previous pot hole repairs were complete and signed the contract to complete additional pot hole repairs identified throughout the community.

Lancaster Landscapes Proposal Tracker: The CAC requested a tracker to identify pending proposals, approved proposals, and completed projects. Lancaster Landscapes have a tracker ready to be demonstrated at the April 11 meeting with community management.

Street Signs: Lancaster Landscapes took realigning street signs for action. New brackets are on order. The street signs should be realigned by the end of the month.

Duke Street Bus Stop Light: CMC took for action and will address this month ensuring that the lighting in the area is workings.

Sidewalk Cleaning: Numerous sidewalks in the community require a good cleaning to address moss and grime build-up. CMC will work with both in-house maintenance and Lancaster Landscapes to address this issue.
**NEW BUSINESS:**

**Resident Open Forum:** Mr. Kyle Gerron and Ms. Stephanie Vogelzang attended the meeting as candidates to fill the vacancy on the CAC. Both candidates and CAC members were able to have an informative Q & A session to help select the best candidate.

**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.

**Irrigation Improvement along Duke Street (Proposal LI19-001):**
The total cost is: $2,100.00 (Budget Line: 6199)
- Raise and install 20 new 4” spray heads to replace existing spray heads that are compacted in soil and/or non-functional. Additionally, replace 30 4” spray heads with 12” spray heads to better irrigate taller, more mature plants.

**Move to: Approve Irrigation Improvements**
Moved by: McCollom
Seconded By: Ulmer
For: All
Against: None
Motion Passed

The following proposals were held pending more information or potential bundling for additional cost saving:

**Proposal 29761, Proposal 29762, Proposal 29763, & Proposal 29764:** All deal with adjusting pavers, regrading and/or adding swales or mulch to address water pooling or erosion issues. The CAC would like to see photos and more detailed explanations of required work. Additionally, the CAC would like these proposals bundled into a larger overall proposal that would be eligible for a 10-15% discount for volume.

**Proposal 28143:** Irrigation installation along 4924 Donovan Drive. The CAC would like all additional proposed irrigation installations to be submitted as one package. This proposal will be held until all proposals can be consolidated into one submission. The irrigation will also be researched during the Reserve Study and areas like this can be considered for inclusion in the overall framework for irrigation.

**Proposal LI10-002:** New fountain in Donovan Pocket Park. The CAC would like to see other quotes before approving a new fountain.

**Street Sweeping:** The CAC would like to see additional quotes before selecting a service provider. Additionally, on the quote submitted by Reilley Sweeping, the CAC would like to know where the dumpsite would be for the material collected and how much water will be required to fill the sweepers for dust control.

**Discussion:**

**Lancaster Landscapes:** Lancaster Landscapes will be mulching the north side of the linear park around the trees the week of 15 April. The mulch should be complete throughout the community by April 24. Pending the weather, mowing will begin throughout the community on April 16. Sidewalk brick repairs along Brawner, Tancreti and Cameron Station Boulevard will continue throughout the month of April. Turf restoration will begin after the first mowing is complete.
Numerous benches are being replaced throughout the community. CMC is determining if old hardware can be refurbished and reused with new slats to decrease future cost of replacement.

**Reserve Study:** The CAC identified three areas of concern with regard to the new Reserve Study: irrigation system; brick sidewalk replacement/overhaul; and street repaving. As the community ages, these items will require attention. Better long term planning will help the community better budget and address these looming issues. Further work will be considered in common areas as the study commences and as further input is received from CAC.

**Community Walk Thrus:** These will start in May and continue through September on the third Thursday of each month at 8:00 AM.

**Move to: Enter Executive Session at 2050**
- Moved by: Brasseur
- Seconded By: Walsh
- For: All
- Against: None
- **Motion Passed**

**Move to: Exit Executive Session at 2055**
- Moved by: Brasseur
- Seconded By: Ulmer
- For: All
- Against: None
- **Motion Passed**

**Move to: Select Kyle Gerron as new CAC member**
- Moved by: Brasseur
- Seconded By: McCollom
- For: All
- Against: None
- **Motion Passed**

Kyle Gerron will be forwarded to the CS Board to fill the vacancy on the CAC.

The next meeting will be on May 13, 2019 in the Cameron Club.

The meeting adjourned at 9:12 PM.