The regularly scheduled monthly meeting of the Common Area Committee (CAC) was held on Monday, June 10, 2019. The meeting was called to order at 7:00 PM by Robert Burns, CAC Chairman in the club’s second floor meeting room.

Members Present: Robert Burns, CAC Chairman
Kyle Gerron, CAC Member
Kathy McCollom, CAC Vice Chairman
Wendy Ulmer, CAC Member
Linda Greenberg, CAC Member

Others in Attendance: Karen Soles, CMC
Carlos Rios, Lancaster Landscapes
Residents: Robert Dannucci and Mary Cooper, 285 Murtha Street, Mindy Lyle 5235 Tancreti Lane

OLD BUSINESS:

Move to: Approve Meeting Minutes – May 13, 2019
Moved by: McCollom
Seconded By: Gerron
For: All
Against: None
Motion Passed

Updates from Last Meeting:

NEW BUSINESS:

Resident Open Forum: Dannucci and Cooper discussed challenges regarding 5 (of 12) parking spots along their property line and presented pictures via laptop. Vehicles are parking all the way into the yard damaging planted grasses. The CAC discussed concrete stoppers vs bollard stoppers and requested cost estimates for both options to be reviewed at the August meeting.

Lyle discussed suggestions for the front gate of the community including an open fence, a trash can, removing the concrete slab and extending shubs for improved appearances. No permits are required to remove the unsightly gates and installing the shrubs immediately.

Board Update: ***Karen, can you add something here? I don’t None

Common Area Applications: The CAC received an application from Mindy Lyle to fill the current vacancy.

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. Updated Financials for the The CAC will be provided in August. noted that the May Financial Budget report is not updated for corrections to include the removal of Budget line 6315 (Uniforms) and a review of all invoices for coding to appropriate budget line.
Landscape Enhancements (29964):
The total cost is: $1,956 (Budget Line: 3364)

- Regrade area at the Duke Street/Gardner St entrance removing existing stepping stones and installing new stepping stones on a crushed concrete base to create a walkway

Move to: Approve Drainage and Erosion Control
Moved by: McCollom
Seconded By: Greenberg
For: All
Against: None
Motion Passed

Tree Removal (29998):
The total cost is: $600 (Budget Line: 6160)

- Remove declining tree at 224 Cameron Station Boulevard, no replacement needed. Remove declining tree at 5009 Donovan to be replaced with a Crape Myrtle.

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

Tree Removal and Replacement (29998):
The total cost is: $1,305 (Budget Line: 6160)

- Remove declining tree at 5009 Donovan to be replaced with a Crape Myrtle.

Tree Removal and Replacement
Moved by: McCollom
Seconded By: Greenberg
For: All
Against: None
Motion Passed

Tree Removal (29999):
The total cost is: $1,025 (Budget Line: 3280)

- Remove declining tree at 5229 Tancreti, no replacement needed.

Move to: Approve Tree Removal
Moved by: Greenberg
Seconded By: McCollom
For: All
Against: None
Motion Passed
Landscape and Turf Enhancement (61919):
The total cost is: $2,175 split between Tree and shrub maintenance and Capital Improvements $1,495 (Budget Line: 6160) $690 (Budget Line: 3364)

- Regrade and install hardwood mulch in the rear common area at 5150-5156 California where turf cannot be established
- Install fieldstone to direct water to storm drain

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

Landscape and Turf Enhancement (29962):
The total cost is: $1,335.50 (Budget Line: 3364)

- Install fieldstone along sidewalk and create a walkway with stepping stones in remaining bare area

Landscape and Turf Enhancement
Moved by: Burns
Seconded By: McCollom
For: All
Against: None
Motion Passed

The following proposals are being held pending revision and additional information:

Turf Treatments, 4916 Donovan Drive (29778): This proposal to cut back tree roots from residence, regrade and install hardwood mulch is postponed pending the reviewed and revised budget.

Discussion:

2020 Budget: CAC received the Budget Request Form for the upcoming 2020 budget from FAC. Discussions were had regarding classifications and impending needs as the community ages. Ulmer will lead the process and has requested additional assistance from Walsh.

Reserve Study Review: CAC discussed the revised Replacement Reserve Report provided by Miller + Dodson Associates, Inc. and recommended members review. Discussion included upcoming requirements for irrigation and asphalt replacement along with tree aging and replacements to follow on 2020 budget conversation.

Turf and Flowers: Lancaster Landscapes advised the CAC on timing of upcoming seasonal work for turf and flowers. The work is scheduled in August. In addition, McCollom noted diseased Knockout Roses in the Donovan Pocket Park needed to be removed immediately.
Immediate Removal of Knockout Roses (xxxxxx):
The total cost is: $1,200 (Budget Line: 6150)
- Immediate removal to prevent spread of disease

Removal of Knockout Roses in Donovan Park:
  Moved by: McCollom
  Seconded By: Gerron
  For: All
  Against: None
  Motion Passed

CAC Vacancy – Mindy Lyle submitted an application to fill the current CAC vacancy.

Motion to approve Application for CAC Membership:
  Moved by: McCollom
  Seconded By: Greenberg
  For: All
  Against: None
  Motion Passed

The next meeting will be on August 13, 2019 at the Cameron Club.

The meeting adjourned at 8:12 PM.