Common Area Committee Meeting Minutes
February 1, 2012

Members Present:
Robert Burns
Anne O’Connor
Ann Dunlap
Susan Willis
Henry Chan
Suzanne Vigil

CMC Members Present:
Chris Neuberg

Board Liaison:
Mindy Lyle

1. Call to Order: Robert Burns called meeting to order at 7:00 p.m.
2. Motion to approve January minutes. Dunlap favored, O’Connor seconded.
3. Old Business: Neuberg reported final winter clean-up of all pocket parks is complete. Neuberg was reminded that the drawings from Lancaster are still needed for the Ticer pocket park for Susan Willis. Also, the review that was requested by Lancaster of the Helmuth Pocket Park had not been completed from the last meeting. Chris stated Lancaster would be out this week to address.
4. New Business: Consideration of new member applicant Donna Dymon. Motion to approve by Dunlap. O’Connor seconded. Motion approved. The nomination will now go forward to the Board.
5. Resident Open Forum: Jeff Townes, Bessley Place resident attended and voiced his concern that resolution of drainage problem on Bessley/Brawner was not corrected and had apparently gotten worse. There is continuing erosion and puddling. Neuberg reported that a basin had been created using very large rocks. He maintained that a lack of grass (due to winter non-growth) exacerbated the situation. CAC determined that Shenandoah Landscaping should return to examine failure and be held responsible to remediate. Burns will discuss with CMC to either recall contractor or withhold payment until work is accomplished.
6. CAC reappointed Ann Dunlap and Anne O’Connor to second terms by a motion to approve by Willis and seconded by Burns.
7. The vacant Vice Chair position was filled by the appointment of Anne O’Connor by a motion to approve by Dunlap and seconded by Willis.
8. Report by Board Liaison Lyle indicated that capital budget requested by CAC was approved. This will allow an aggressive move to repair deficiencies in Common Areas and Pocket Parks. She also presented an idea to create a formal agreement between the Architectural Review Committee (ARC) and CAC, to provide them counsel on landscaping issues with residents. Because the CAC has considerable expertise in gardening and landscaping, it can offer advice on actions requested by the ARC. It was suggested that residents could receive...
advice on major issues such as pruning, from the Master Gardeners on the CAC and it’s Garden Volunteers. This would be a valuable aide to owners who have little knowledge about how to trim back trees and bushes which impede public walkways. Burns will research a path to cooperate.

9. Application to modify 429 Ferdinand Day was presented. Burns motioned to approve. O’Connor seconded.

10. Presentation of proposals #21316 for $9000.00, #21964 for $36,500.00, #21787 for $4200.00. Motion to approve by O’Connor. Seconded by Willis. Order #21757 was placed on hold. Request was made that Lancaster re-submit proposal based on new information provided to Chris and with revised landscape scope and inclusion of the Gingko tree which Greenveest is slated to install.

11. CAC chose the Privacy Lattice option to use in reconstruction/renovation of Bessley and Donovan pergolas. Motion to repair structures, remove aggressive vines and replace with a more appropriate planting by Dunlap. Seconded by Willis. All four proposals were approved. Dunlap will also send around pictures of possible vines for the pergolas and possible dogwoods for use in the Tancreti pocket park.

12. Proposal #22189 for $14467.50 was approved.

13. Presentation of resident concern of snow removal for double driveway was discussed. CAC voted unanimously retain current policy. Residents who have double driveway must remove snow from both sides and adjoining sidewalks. The CAC expressed that in many locations, the driveway contains a portion of the sidewalk and trying to distinguish which sections of community would be impacted did not lead to strong policy. There was also concern about access by vehicles to driveway areas.

14. Discussion of policy involving Pocket Park usage was discussed. It has been noted that considerable damage has been done by large blowup moon bounce rentals and while residents have paid the refundable $300.00 fee, no monies have been collected to repair damage. It was suggested the refundable fee be raised to $500.00 and the current policy be changed to prohibit these large blowup rentals. The small, resident owned and stored blowups will be permitted. Chan took the CAC comments and will present a draft revised policy for CAC consideration at its March meeting.

15. Gardener Volunteer program was presented by O’Connor. To date, 4 people have signed up. With Spring fast approaching, a stepped up campaign to illuminate this program is planned.

16. CAC will vote on Tancretti, Pocosin and Bessely areas in March in consideration of improvements in each park. Lancaster will attend the March meeting for discussion of each park and its needs based on assessment. Burns reminded CAC members to complete the assessment sheets for each pocket park and to bring those to the CAC’s March meeting.

17. Next meeting is set for March 7th.

18. Adjourned at 8:45 p.m.