On Wednesday, December 1, 2010, a meeting of the Common Area Committee (Committee) was convened in the Cameron Club.

Members Present: Robert Burns  
AnnMarie Dunlap  
Ann O’Connor  
Susan Willis  
Susan Carleson  

Members Absent: Ed Carroll and Lily Engle  

Board Members Present: Tom McClimon and Mindy Lyle  

CMC Member Present: Chris Neuberg  

Civic Association: Dak Hardwick  

1. Call to Order: Chairperson Burns called the meeting to order at 7:05 p.m.

2. Old Business:  
   A. October Minutes:  
      Motion – Burns motioned to approve October’s meeting minutes. Willis favored and O’Conner seconded. Motion was unanimously approved.  
   B. Updates from Last Meeting: N/A  
      Somerville Entrance and City: Awaiting further clarification from the management company on this issue – September 2010.

3. New Business:  
   A. Resident Open Forum:  
      Martin Menez, 4924 Donovan Drive requested guidance/information on the following:  

      | Topic                                                                 | Resolution                                                                 |
      |-----------------------------------------------------------------------|---------------------------------------------------------------------------|
      | Requested policy information relative to placing pet signage on common areas by homeowner. | Board responded: Lyle advised that owners may place pet signage on their property but not on common areas. |
      | Requested when brick repair may commence in his area. Owner is willing to perform at his own expense. | CMC rep responded: Neuberg requested Menez to e-mail CMC and he will follow up with repair in his area. Waiting for shipment of more brick. |
      | Owner’s snow removal policy covers the clearing of owner’s driveways, but he wanted to know if he has to clear on of his driveways that he isn’t using. | Requested Menez submit suggested policy in writing to the Committee for advisement. |
      | Would like to know about the policy on the installation of standby generators. | Advised that since this request is under the purview of the ARC, it’s best that he communicate directly with that committee on this topic. |
B. Board Update: No new updates. Another Board member may be replacing McClimon as our liaison to the board.

Outstanding since Sept - Neuberg to contact CMC Airielle Hansford to determine the status of the contractual recommendations relating to snow removal for the Committee.

C. Linear Park Trees: City arborist and Hardwick talked about the tree planting plan for Linear Park and recommended trees for planting. He also thanked the Association for taking over maintenance of the park. Committee agreed on the placement and installation of American Elms that are resistant to Dutch elm disease and several Lindens along each side of the broadside of townhomes that face the park. Elms will be planted every 50’ on center and will be 14’ tall, with a 2-2 ½ caliper, and staked at planting. City will accept responsibility for removal of the stakes. City will install gator bags on the trees. The arborist’s biggest concern is weed whacker damage. This may be prevented by having a large mulch area around the tree and the installation of the gator bags. Additionally, Neuberg will speak with Lancaster about his crew being more careful when removing grass near all trees in the community.

D. Awards for 2011: Burns asked for volunteers to head up the awards.

Mark Pillow Award: After some discussion on the history of this award, Burns will ask the Board if this award can go to a more appropriate committee such as the Activities Committee.

Pride of Ownership: Susan Willis will work on this award and will reach out to Engle and Carroll to determine their interest in working with her on this.

E. Updates needed for Compass and Newsletter: O’Connor to write a piece about the tree installation project.

F. CMC Update: Neuberg is working with Lancaster on tree installation. All sprinklers have been shut down for the winter.

G. Other Items:

- Burns to reach out to the residents on Minda Court with update on items completed related to petition.
- Burns to reach out to Airielle Hansford to get an explanation on the status of the treatment facility.
- Based on the aging of park grounds, Burns to discuss with the Board whether there is a need for a 5-year or 10-year strategic plan to address long-term community improvements.

H. Reminder – CAC meeting scheduled for January 5, 2011 @ 7:00 PM

4. Adjournment

Burns motioned to adjourn the meeting at approximately 8:05 p.m.