The regularly scheduled monthly meeting of the Common Area Committee (CAC) for September was held on Wednesday September 5, 2012. The meeting was called to order at 7:13 PM by Robert Burns, Chairman, in the dining room of the Burns Home.

Members Present: Robert Burns, CAC Chairman  
Suzanne Vigil, CAC Vice Chairman  
H. Donna Dymon, CAC Secretary  
Kathy McCollo, CAC Member

Members Absent: Henry Chan, CAC Member  
Ann Dunlap, CAC Member  
Susan Willis, CAC Member

Others in Attendance: Chris Newburgh, CMC Representative  
Joel Owen, Lancaster Representative  
Curt Cummins, Irrigation Consultant

**Move to: Approve Agenda**

Moved By: Burns  
Seconded By: Vigil  
For: All  
Against: None  
**MOTION PASSED**

**OLD BUSINESS:**

**Move to: Approve Meeting Minutes August 2012**

Moved By: Vigil  
Seconded By: McCollo  
For: All  
Against: None  
**MOTION PASSED**

**Updates from Last Meeting:**

1. Dymon requested relinquishing duties as lead to the Volunteer Gardener Program and suggested member Kathy McCollo as her replacement. McCollo accepted the appointment.

**Moved To: Approve Kathy McCollo as the lead of the Volunteer Gardener Program**

Move to Approve: Burns  
Seconded By: Vigil  
For: All  
Against: None  
**MOTION PASSED**

2. Landscaping Updates:
   - Tancretti Pocket Park: Gingko trees will be replaced in September.
   - Bessley Place North Pocket Park: A proposal is needed to address the proposed brick “cross-walk” addition to the Park.
   - Bessley Place South Pocket Park: Vines about the Pergola were trimmed.
- Bessley Place South 5237-5324 (Property Address Area) Common Area: Proposal Requested.
- 5275 COL Johnson Drive: Common Area renovation completed.
- 165 CSB Sprinkler Head: The problem was repaired and requires replacement of one Cherry Tree which appears to have died. Lancaster will confirm.
- Follow-up requested to learn who has responsibility for the “Pump House” in the circle.
- All park bench restorations have been completed.
- Requested Proposal 22230 – 5237-5241 Bessley at Back Common Area and Proposal 22465 -232 Medlock At Front be reviewed prior to the next meeting and subject to vote.
- Fall Flower Planting: Requested floral, color-pairing opportunities for Common Area plantings. Requested Lancaster Landscapers provide a listing of Fall Floral suggestions. Lancaster will provide and Burns will circulate to the Committee for feedback into color selection.

NEW BUSINESS:

A. Resident Open Forum – No residents present
B. Board Update – No Board Update
C. Ratification of Proposals Submitted: Eight proposals were reviewed.
   - 5023 Murtha at Rear
   - 5009 Donovan & 226 CSB
   - Pocket Park at Tancretti & CSB
   - 161-163 CSB – at Front
   - 5009 Donovan – Front Left Side
   - Corner of Donovan & CSB
   - Corner of Knapp and CSB
   - 5115-5121 Knapp – Near Mailboxes

Move to: Approve Proposals submitted by Lancaster:
Move to Approve: Burns
Seconded By: Vigil
For: All
Against: None
MOTION PASSED

D. Areas to be addressed by Lancaster Landscaping: (a) 350 CSB – Irrigation system producing standing water; (b) complaints of roof damage and shingle scraping by common area trees; and (c) possible dead Cherry tree noted above near 171 CSB in common area that needs to be checked.

E. Proposal Consideration – Gazebo Painting and Landscape RFPs
   - GAZEBO: Five gazebo painting proposals were reviewed and analyzed by the CAC. The CAC requested three stipulations cited in the proposal are assured during the contract completion: (a) inclusion of ceiling surface, (b) surface sanding especially benches, and, (c) use of Sherman Williams Duration paint.

Move to: Approve Capitol Painting Proposal
Moved by: Burns
Seconded by: McCollum
For: All
Against: None
MOTION PASSED

- The CAC requested management clarifies the process used for proposal solicitation in terms of how bids are solicited and how the announcement is advertised.
-LANDSCAPING MAINTENANCE and IRRIGATION SERVICES: The CAC requested the following points be added to the Landscaping RFP: (a) include overall irrigation services plus address possible new unit installation; (b) emergency irrigation repair; (c) irrigation emergency response protocol; (d) options for chemical application for weed control; (e) method for communication between contractor and committee; and, (f) perform edging around trees during grass mowing service.

-Burns requested the RFP draft with revisions be distributed to CAC Members prior to formal submission of the RFP.

Move to: Request RFP for Landscaping Maintenance and Irrigation Service with amendments noted above:
Moved by: Burns
Seconded by Vigil
For: All
Against: None
MOTION PASSED

E. Vigil requested that a “Cameron Station E-mail Blast” be re-issued to alert property owners that Lancaster Landscapers are available on a private basis for landscaping and tree maintenance. Vigil also requested management print a notice alerting homeowners “Fall Clean-up” is in progress. She cited that the notices could be left at the front door during the CAC’s routine ‘walk-through’ sessions. The request is subject to clearance by management and Chris took a copy with him to present to CMC for consideration.

F. The CAC extends gratitude to Ms. Bethany Lammers for her support with organizing materials used in tonight’s meeting. The Committee’s work was greatly streamlined and enhanced with her contribution.

G. Updates needed for Compass and Newsletter – Vigil stated the deadline for updates passed for the September Compass issue.

Next Meeting – October 3, 2012

Walk Through – September 27, 2012 at 0800. Meet at Cameron Station Clubhouse.

Move To: Adjourn at 8:30 PM
Moved by: Burns
Seconded by: Vigil
For: ALL
Against: NONE
MOTION PASSED