

**Grounds Committee Meeting Minutes  
December 19, 2019 @ 3:00 PM  
Dunbarton Cabana**

**ATTENDANCE**

Members Present:

Steve Huffman, Chair	Kay Chmielewski, Zone 4
Christina George, BOD Liaison	Joan Trotta, Zone 6
Christina Romero, Assistant Manager	Kathy Waugh, Zone 6
Iris Bettencourt, Committee Secretary/Zone 4	Solveig Toft, Zone 7
Dianne Luttrell, Zone 1	
Diane Durawa, Zone 2	
Joleen Hecht, Zone 3	
Liza Tafoya, Zone 3	

Members Absent:

Ron Holehouse, Zone 1  
Dawn Robinson, Manager

Contractors:

Coast and The Grove did not have representation at the meeting.

Homeowners:

Don Ellwanger  
Teri DeGross

**AGENDA ITEMS**

November Minutes

The November 21, 2019, meeting minutes were approved.

Homeowner Comments

**Don Ellwanger** stated things are getting better with the grounds, but they are not in as good a condition as when he moved to Nepenthe 3.5 years ago.

Coast Proposals

**46893-52 Zone 4 Remediation** - Moved, seconded, and recommended for approval by the Board with the following comments:

- 700 Dunbarton and 1020 Dunbarton require Coast to weed the areas to be mulched prior to mulching.
- 810, 1004 and 1006 Dunbarton require the incomplete work description (first sentence within their proposal) to be revised by Coast.

**46893-53 Zone 5b Remediation** - Moved, seconded, and recommended for approval by the Board.

**46893-51 Zone 6a Remediation** – Not recommended for approval. Disposition is **David, Steve, Joan,** and **Kathy** will walk **Zone 6** in January to determine required amendments to this proposal.

In addition to the specific proposals, there was discussion of following during this agenda item:

- **Kay** submitted to the Office a list of work needed in **Zone 4**. This list is to be reviewed in the next Steering Committee meeting.
- **Joan** asked for clarification of the term “scorched earth” and the direction for the zone walks once scorched earth work is completed.
- **Kay** requested a list of new plantings to monitor for potential warranty replacement. The solution for this is to use Coast’s progress report for information to track plantings. Multiple members stated they are unaware of how to use the Google Docs link to access the report; **Steve** will resend the link in an email to all members and assist those who require help bookmarking the link.
- It was recommended that a standard nomenclature be developed for zone descriptions when there are multiple zone stewards in a zone (sub-zones); currently they differ among stewards. Example: Zone 4 North/Zone 4 South vs. Zone 6A/Zone 6B. This nomenclature should be used in proposals to assist stewards in reviewing works within their sub-zone. This recommendation requires action for completion.
- **Steve** stated any member who is without a printer and needs a Committee document printed can contact him and he will print it for them.

### Coast Progress Report

**David** sent the following report to **Steve** who read it to the members -

- Irrigation: Irrigation has been turned off for the winter. Juan will check for problems over the winter. Irrigation may be scheduled for areas with new plants.
- Maintenance: Leaf pick-up is nearly done, and next is concentration on pruning detail.
- Enhancements: **Zones 2 and 3** are the current focus in addition to the **Zone 4, 5, and 6** proposals discussed in this meeting.
- Turf will be fertilized in January.

### Grove Proposals

**Tree 73, Tupelo at 1111 Commons removal** - Moved, seconded, and recommended for approval by the Board.

**Tree 1096, Tulip at 1411 Commons removal** - Moved, seconded, and recommended for approval by the Board.

### Steering Committee Report

The Steering Committee is typically a weekly meeting and may include contractors. Grounds Committee members may attend these meetings; if you want to attend a meeting, make prior arrangements with **Steve** as the preference is one member per meeting. **Steve** made himself available to members after today’s meeting in order to schedule attendance at a Steering Committee Meeting.

Additionally, **Steve** stated the following during discussion of this agenda item:

- Documents for the monthly Grounds Committee meetings will be emailed by the Monday prior to the meeting.
- He will include an explanatory memo with the email.
- Committee members need to read the material prior to the meeting and be prepared for related discussion at the meeting.

### What Steve Learned From One On One Interviews

- **Steve** thanked everyone for accepting his invitation for a one on one discussion.
- Refer to the memo **Steve** provided in his December 16 email for information about what he heard from members.
- The One on One information is helpful to the Planning Group currently working on the Committee plan.

### Appointments

- The Planning Group is **Iris, Marty, Dawn** and **Steve**.
- **Iris** is the Secretary.
- A **Zone 5** steward is still needed; **Steve** is to contact someone recommended to him.

### Improvement Plan Progress Report

The Planning Group has met twice. Two draft documents are completed: *Current Conditions of Our Grounds* and *Conditions of Grounds We Desire*. Communication improvement is a focus of the group.

On January 13, 2020, a draft plan will be sent to Committee members to be reviewed for comment and suggestions. It will be discussed at the January monthly meeting. The plan is subject to approval by the Committee members.

### Q&A: Items Unresolved from Past 2019 Meetings

- From May: trees 846, 847 and 848, **Zone 3** - These Liquid Ambers screen homes from Howe Avenue. Removal was postponed due to concern regarding impacts to nearby homeowners. **Steve** will email **Joleen** the addresses near the trees, then **Joleen** and **Paul** (The Grove) can meet to examine the trees and make a recommendation.
- From July: tree removal remediation sites – No comprehensive list of tree removals exists. Decision made to not go back and gather the information; instead zone stewards will send to the Office their recommendations for new tree locations (can be replacement of a removed tree or placement in a new location).  
Additionally, **Diane D.** stated tree numbering in Nepenthe has been stopped. The need to reinstate this process will be an agenda item for the January meeting. Included in the discussion should be the cost of hiring a contractor to perform the numbering/inventory.
- From October: photos of plants – Members feel photos of plants in Nepenthe grounds would be helpful. **Steve** will comprise a photo list in Spring of 2020. Photos need to come from the grounds in order to accurately capture varieties planted in Nepenthe.  
Additionally, **Kay** provided a document she had with photos of plants from a **Zone 2** remediation. This document will be reproduced by the Office and sent to members.
- From October: zone walk schedule - Decision made to have six ground walks and one tree walk in each zone in 2020.
- From November: Computer skills survey - Results included every member has an email account, not everyone has a printer. **Steve** reiterated he will print documents for those without printers when needed. No further action required regarding the survey.
- From November: What is the solution? - The discussion focused on the process for homeowners to request plantings, including submission of the *Nepenthe Application for Common Area Planting by Homeowner*. **Christina G.** requested the Committee develop a process for review of these requests, including submission to the Board. Concerns to be addressed include:
  - ✓ Ensuring the maintenance contractor does not pull crews off maintenance work to complete approved homeowner enhancements.
  - ✓ Sending out annual notification regarding the process.
  - ✓ Ensuring appropriate plantings are made for a specific area and that they are cost effective, including ongoing maintenance costs. Requires requests to be reviewed by contractor(s).
  - ✓ Placing signage in approved projects to notify the community that the plantings are paid for by the homeowner (to prevent concerns about favoritism).
  - ✓ Clarifying within the form that the plantings become the property of the HOA, even though the homeowner paid for them.

**The next Grounds Committee Meeting is on January 16, 2020, in the Dunbarton Cabana**